

To our new customers:

1. If enough credit information about your company is not available to us, you may be placed in a C.O.D. status. While in a C.O.D. status you will be required to pay a minimum of one-half of the bill when placing an order and the remainder of the invoice when the order is delivered or picked-up.
2. After a period of time, to be determined by our credit manager, your account will be reviewed and your credit status may be changed to an open account.

After your credit with Laurel Valley Graphics, Inc. has been established:

1. Within a few days of completing your work, an invoice will be mailed to you. If there are any problems with the invoice, please contact us immediately.
2. Our terms are net 30 days from the date of the invoice.
3. To ensure proper credit, be sure to include the invoice number on your check.
4. Any accounts over 60 days will be considered delinquent and further work will not be accepted by Laurel Valley Graphics, Inc. until the past due balance is paid in full. Arrangements may be made for work to be done on a C.O.D. basis at the discretion of the credit manager.
5. A credit limit shall be established for each customer. If the credit extends beyond the limit, all orders will then be placed on a C.O.D. status as explained above.

Do not hesitate to contact me should you have any questions concerning our credit policy or billing system. We appreciate your selecting Laurel Valley Graphics, Inc. for your printing needs.

Sincerely,

Diane L. Watson, Owner
Laurel Valley Graphics, Inc.

Credit Application

Name of company _____

Address _____

Telephone _____ Fax _____

Number of years in business _____

Name and title of principal officer(s) _____

Trade References (Please list three)*

1. Name of company _____

Address _____

Telephone _____ Fax _____

2. Name of company _____

Address _____

Telephone _____ Fax _____

3. Name of company _____

Address _____

Telephone _____ Fax _____

Bank reference

Name of bank _____ Branch _____

Address _____

Telephone _____ Contact _____

* Credit limits if any are based on your payment history to the vendors you list.

We authorize Laurel Valley Graphics, Inc. to conduct a check into our credit history for purposes of establishing credit with Laurel Valley Graphics, Inc. and possibly establishing a credit limit.

Date _____ Signature _____

Title _____