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 Truckee, CA 96161  
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 CustomerService@TheOfficeBOSS.com

Date of request \_\_\_\_\_

## APPLICATION FOR ACCOUNT

Company Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Phone : \_\_\_\_\_

Email: \_\_\_\_\_

\* Statements are sent to this email

### Billing Address

Street/PO Box: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Delivery Addresses are set by Buyer and cannot be edited per order unless specifically requested. Let us know if a Buyer buys for more than one location.

### **BUYERS**

\*At least 1 buyer must be created

Buyer Name: \_\_\_\_\_

Buyer Department: \_\_\_\_\_

Buyer Email: \_\_\_\_\_

Buyer Delivery Address: \_\_\_\_\_

Order Confirmation & Invoices for this Buyer go to this email.

Buyer Phone: \_\_\_\_\_

Buyer Name: \_\_\_\_\_

Buyer Department: \_\_\_\_\_

Buyer Email: \_\_\_\_\_

Buyer Delivery Address: \_\_\_\_\_

Order Confirmation & Invoices for this Buyer go to this email.

Buyer Phone: \_\_\_\_\_

### Terms and Conditions:

- **NET 30 DAYS FROM THE INVOICE DATE**
- Accounts receive monthly statements covering all open invoices through the statement date; however, these are a reminder only as the date of the invoice determines the payment due date.
- 18% APR Late fees are applied to late-paid invoices. The minimum late fee is \$2.00.
- Accounts 60 days past due will be deferred to a collection agency and closed.
- Due to the overhead bookkeeping and billing expenses, all charge accounts are required to spend a minimum of \$50.00 per month. Inactive accounts with no activity will be closed after 6 months.
- **SUBMISSION OF THIS APPLICATION CONSTITUTES AGREEMENT TO THE ABOVE TERMS.**

### **PAYMENT OPTIONS**

#### NET 30

- To Initiate Terms, attach a credit reference sheet with at least 3 credit references

#### **Accounts Receivable Options:**

- 1.) Pay online with each invoice.
- 2.) Mail in a check by due date.

#### Credit Card → C/C Authorization Form

- To pay with a card, complete the Credit Card Authorization form.

