

CREDIT APPLICATION



**GENERAL BUSINESS DETAILS**

LEGAL NAME OF COMPANY: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

HOW LONG AT THIS ADDRESS: \_\_\_\_\_ IS LOCATION OWNED/RENTED?: \_\_\_\_\_ LANDLORD: \_\_\_\_\_

WHAT LINE OF BUSINESS ARE YOU IN?: \_\_\_\_\_ NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

LEGAL FORM OF BUSINESS: (1) PROPRIETORSHIP \_\_\_\_\_ (2) PARTNERSHIP \_\_\_\_\_ (3) INCORPORATED \_\_\_\_\_

IF COMPANY IS A SUBSIDIARY PLEASE PROVIDE NAME OF PARENT COMPANY: \_\_\_\_\_

ACCOUNTS PAYABLE: CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**DO YOU PROVIDE DIRECT DEPOSIT: YES / NO (IF YES PLEASE PROVIDE FORMS)**

**OWNERSHIP DETAILS**

PRINCIPLE OWNER/SHAREHOLDER: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

PREVIOUS EMPLOYMENT IF IN BUSINESS LESS THAN TWO YEARS: \_\_\_\_\_

OTHER OFFICERS: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

ARE ANY OF THE OWNERS/OFFICERS NOW OR IN THE PAST 7 YEARS IN BANKRUPTCY PROCEEDINGS?  
IF SO PLEASE PROVIDE DETAILS:

IS THERE ANY LITIGATION AGAINST COMPANY AT THIS DATE? IF YES, PLEASE PROVIDE DETAILS:

**CREDIT INFORMATION**

ANNUAL SALES: \$ \_\_\_\_\_ NO. OF EMPLOYEES: \_\_\_\_\_ NET WORTH OF COMPANYS: \$ \_\_\_\_\_

NAME OF BANK AND BRANCH: \_\_\_\_\_ ARE ASSESTS PLEDGED? \_\_\_\_\_

CREDIT LINE DESIRED: \$ \_\_\_\_\_

**MAJOR TRADE REFERENCES** Please complete in full, any missing information will delay the application process.

NAME OF SUPPLIER: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOW LONG DEALT WITH: \_\_\_\_\_

NAME OF SUPPLIER: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOW LONG DEALT WITH: \_\_\_\_\_

NAME OF SUPPLIER: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOW LONG DEALT WITH: \_\_\_\_\_

**CREDIT TERMS AND AGREEMENTS**

This is an Application and Agreement for credit and shall apply to any and all credit extended by **Hi-Way 9 Express Ltd**. The credit applicant understands and agrees to the following terms and conditions of sale:

1. Terms of sale are net 30 days.

\*AGENTS OR REPRESENTATIVES OF **Hi-Way 9 Express Ltd** ARE NOT AUTHORIZED TO CHANGE OR ADJUST CREDIT TERMS WITHOUT WRITTEN AUTHORIZATION OF THE CREDIT MANAGER.

1. a) Interest will be charged at the rate of 2% per month (24% per annum) on overdue accounts commencing on the 1<sup>st</sup> day that the applicants account is overdue.

2. All claims against invoices must be made within 30 days after receipt of service. Any dispute by the applicant shall be reported in writing to the Credit Manager of **Hi-Way 9 Express Ltd** within -30 days of the date that the labor was performed and/or the material was supplied, and the details of the dispute. If the applicant does not issue a written dispute within the said -30 days, notwithstanding that the dispute is not resolved, the applicant shall pay to **Hi-Way 9 Express Ltd** all amounts due and owing, without any set-off pending resolution of the dispute. The payment made by the applicant shall not affect the applicant's dispute.

3. Copies of lost or misplaced invoices provided to the applicant may be subject to a \$20.00 charge.

4. NSF cheques will be subject to a \$25.00 charge.

5. Failure to comply with these Terms and Conditions may result in cancellation of credit privileges without notice. In the event of any default, **Hi-Way 9 Express Ltd** may:

(a) Close the account and/or

(b) Accelerate payment of the full balance

6. Applicant agrees to bear all costs incurred in collecting any unpaid amounts including but not limited to collection suit fees, legal fees and court costs.

7. The information given in this Application and Agreement is warranted to be true and correct and given for the purpose of obtaining credit.

8. The applicant consents to the obtaining of credit and/or personal information as may be required in connection with the credit line hereby applied for or any renewal or extension thereof and to the disclosure of any trade information concerning the applicant to any credit reporting agency or to any person with whom the applicant has or proposes to have financial relations.

9. Upon determination that customer's creditworthiness has changed adversely or does not satisfy current credit standards, **Hi-Way 9 Express Ltd** may close or lower the credit limit of the account.

10. In the event of any dishonment, I authorize you to place the full amount owing on visa # \_\_\_\_\_

11. The applicant or applicants hereby agree that where there is more than one party to this agreement they shall be jointly and severally liable in the event of default hereunder.

12. The Owner is obligated to notify **Hi-Way 9 Express Ltd** in writing of any changes in ownership.

13. The applicant grants to **Hi-Way 9 Express Ltd** a security interest in all personal property stored or left in **Hi-Way 9 Express Ltd** possession until such time that all amounts owing by the applicant to **Hi-Way 9 Express Ltd** are paid.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Officer / Owner

\_\_\_\_\_ Title

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FOR CREDIT DEPARTEMENT USE ONLY

REFERENCES:

NAME: \_\_\_\_\_ HIGHCREDIT: \_\_\_\_\_  
PAST DUE: \_\_\_\_\_ HISTORY OF PAYMENT: \_\_\_\_\_  
NAME: \_\_\_\_\_ HIGHCREDIT: \_\_\_\_\_  
PAST DUE: \_\_\_\_\_ HISTORY OF PAYMENT: \_\_\_\_\_  
NAME: \_\_\_\_\_ HIGHCREDIT: \_\_\_\_\_  
PAST DUE: \_\_\_\_\_ HISTORY OF PAYMENT: \_\_\_\_\_  
BANK: \_\_\_\_\_  
CREDIT RATING: \_\_\_\_\_ SALESMAN: \_\_\_\_\_  
CREDIT APPROVED / REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_

## PRIVACY POLICY

**Hi-Way 9 Express Ltd** is committed to safeguarding your personal information and our privacy policy is incorporated in our Business Policy & Code of Business Ethics. Our policies apply to all our employees who collect, use, disclose or have access to our customers' personal information. At **Hi-Way 9 Express Ltd** we have modeled our privacy policy and practice to be consistent with the *Personal Information Protection and Electronic Documents Act* of Canada which took effect January 1, 2001.

At the time we ask you to provide us with information, we will identify and disclose to you the purposes for which we collect your information. The information we collect from you will be with your consent. We collect personally identifying information from you by lawful means and we collect no more information than we need for the purposes we state. We will fully identify to you the purposes for which we collect information at the time we ask you for it. We will not use personally identifying information for any purpose whatsoever beyond what we have told you.

**Hi-Way 9 Express Ltd** will not disclose any personally identifying information about an individual, without your knowledge and explicit permission or as required by law. We will disclose your personally identifying information only to the extent to which you have granted us permission to do so. We will retain this information only as long as you permit us to do so. The *Act* does not apply to personal employment information which could identify the name, title, business address or telephone number of an employee of an organization, but this information will not be disclosed by **Hi-Way 9 Express Ltd** without your consent or as required by law.

“Personally identifying information” is information that can be explicitly used to identify and/or contact you as an individual. This includes information like your real name, e-mail address, mailing address, phone number, credit card number, etc. Information that, by itself, cannot be explicitly linked with your “real” identity is not considered personally identifying.

If at any time you believe that we are not following this Privacy Policy, please contact us with your concerns. We will respond to you as soon as reasonably possible.