



Posterservice, Inc.
 225 Northland Blvd.
 Cincinnati, OH 45246
 (513) 250-4106
 (513) 250-4166 (fax)

CREDIT APPLICATION

REQUESTED AMOUNT: _____

Please complete all the information requested below so we can quickly process your request for credit. You may print this form and complete it by hand, or type the information in and print it out. You can fax it to us at the number above or email it to us at credit@posterservice.com.

We need all the information requested below, however, if you already have much of the information on your own company document, please complete, at a minimum:

- a. The Business Contact Information (the first section below)
- b. The signature portion at the bottom of page 2.
- c. Any other information not on your company's document.

Then just send your document along with this application.

Don't forget to sign on both Pages 2 (Credit Application) and 4 (Terms and Conditions), initial at the bottom of pages 3, and send all four pages back. Thank you for your business!

BUSINESS CONTACT INFORMATION			
CONTACT NAME:		TITLE:	
COMPANY NAME:			
COMPANY ADDRESS:			
CITY	STATE	ZIP	
PHONE	Fax:	E-mail:	
Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Other: <input type="checkbox"/>
DUNS Number		ASI Number (if applicable)	
ACCOUNTS PAYABLE			
A/P CONTACT	PHONE NO.	E-MAIL	
BANK REFERENCES			
BANK NAME:			
BANK ADDRESS			
CITY	STATE	ZIP	
PHONE	Account Type	Account #:	

TRADE REFERENCES		
(at least 3 responses from your vendors are needed to process the application)		
COMPANY NAME:		
COMPANY ADDRESS		
CITY	STATE	ZIP
PHONE	Fax:	E-mail:
COMPANY NAME:		
COMPANY ADDRESS		
CITY	STATE	ZIP
PHONE	Fax:	E-mail:
COMPANY NAME:		
COMPANY ADDRESS		
CITY	STATE	ZIP
PHONE	Fax:	E-mail:
COMPANY NAME:		
COMPANY ADDRESS		
CITY	STATE	ZIP
PHONE	Fax:	E-mail:

Confirmation of Information Accuracy and Release of Authority to Verify

I hereby certify that the information in this credit application is correct. The information included in this credit application is for use by Posterservice, Inc. in determining the amount and conditions of credit to be extended. I understand that Posterservice, Inc. may also utilize other sources of credit, which it considers necessary in making this determination. Further I hereby authorize the Bank and Trade references listed above to release the information necessary to assist Posterservice, Inc. in establishing a line of credit. By signature below, purchaser/applicant fully understands and agrees with Explicit Terms and Conditions listed below and is verifying that they are authorized to sign this document as a representative of their company.

Signature of Authorized Representative

Title

Name (Print)

Date



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TERMS AND CONDITIONS

Returns: Customers on Rack Track have return privileges. All others need to be approved by Sales Manager. Absolutely no merchandise is returnable without a return authorization and shipping label. If merchandise is returned without prior authorization the package(s) will be refused. All credits issued are Merchandise Credits Only. NO CASH REFUNDS! If a credit is not used within six months of the date issued it will become null and void. In order to receive a full credit for your return, all merchandise must be received back in resalable condition. All return and packaging procedures must be explicitly followed according to the return authorization.

New Accounts: All initial orders must be purchased by credit card or prepaid. We accept Visa, MasterCard, Discover, and American Express. Net Thirty (30) day terms may be available after the first order to companies with a satisfactory credit rating. After your initial order you may request a credit application for an open account. Please allow 3-5 business days for the processing of your credit application upon receipt of 3 satisfactory credit references, a completed and signed credit application, and signed Terms and Conditions. Orders purchased on terms must be paid by check by the due date or risk losing the ability to purchase on terms in the future.

Credit Card Orders: Orders being paid for by a credit card will be charged when the order is placed to verify credit card information. If your card declines, we will make reasonable effort to contact you. If we cannot reach you, the order will be cancelled.

Taxes: Consumer/Purchaser is responsible for any State, County, City, or Municipal Consumer Use Tax. We only collect taxes for orders shipped within the state of Ohio. If you are tax exempt and your order is shipping to Ohio, we must have your tax exempt form on file or taxes will be collected on the order.

Final Sale: All sales of goods and/or services, including the Rack Track Program, shall be final and payment in full shall be in accordance with all other terms, conditions, and agreements included on this page and the credit application. No transaction shall be construed to be a consignment of said goods and/or services. The person, company, or legal entity executing the credit application or submitted order is liable for any and all legal fees, services, and/or costs arising out of or associated with judgments rendered on behalf of POSTERSERVICE, Incorporated should POSTERSERVICE be forced to initiate court action against applicant.

Shipping: All orders are shipped via UPS, Fed Ex, USPS, or Truck F.O.B. Cincinnati, OH 45246. All P.O., APO, FPO boxes will be shipped via Priority Mail Insured. Freight charges for Zone 5 which includes, but is not limited to all non-US shipments, P.O., APO, FPO, Hawaii, Alaska, Puerto Rico and District of Columbia orders will be billed freight at time of shipping. Orders requiring LTL/Truck shipping may be subject to additional freight costs. Additional charges may apply for special services, which include (but not limited to): Call ahead, lift gate, or inside delivery. Please refer to our [shipping page](#) on our website for more details on these services. Residential delivery and over sized frames may also be subject to additional freight costs.

Initials

POSTERSERVICE, INC TERMS AND CONDITIONS – PAGE 2

Minimum Order: The minimum order for this site is \$75.00. Please go to www.everybodysposters.com for orders under \$75.00

Backorders: For non-Rack Track customers, backorders of over \$25.00 will be shipped. Backorders over 30 days old will be cancelled. If you do not want your backorder shipped, please notify us. The majority of our orders are shipped complete.

Refused/Undeliverable Orders: Please do not refuse an order without contacting Customer Service first at 1-800-666-7654. Refused shipments are subject to a 25% restocking fee and freight charges will not be refunded.

Rack Offsets: All display units are sold at cost plus freight charges. Once the rack and product invoices are paid, a merchandise credit will be applied to your account to be used on future purchases. The value of the credit will be one half of the cost of the rack not including freight. Rack offset credits will become null and void if they are not used within six months of date issued.

Returned Checks: Returned or NSF checks will result in your account being placed on a prepaid or credit card status only. A forty dollar (\$40) service charge will be assessed for each returned check.

Claims: If damage has occurred and you feel that it was due to mishandling by the freight carrier, please contact Customer Service at 1-800-666-7654 to advise us immediately. You must call us within 48 hours of receipt of packages to report a claim. We will then file a claim with the carrier. Please keep all packaging until claim has been settled.

Prices: Prices subject to change without notice.

Shortages/Order discrepancies: You must report any shortages or discrepancies to Customer Service 1-800-666-7654 within 48 hours of receipt of goods to ensure proper credit or a replacement shipment.

Websites: These Terms and Conditions apply to all purchases made by phone, fax, email, or on the Posterservice.com. website.

By signing below you are declaring that you have the authority to sign for your company.

Company Name

Signature of Authorized Representative

Title

Name (Print)

Date

PLEASE SIGN AND FAX THIS TO: 513-250-4166