



SALESPERSON: _____

CSR: _____

PLEASE BE ASSURED THAT ALL INFORMATION WILL BE HELD IN THE STRICTEST CONFIDENCE

Will you be purchasing from us for resale? Yes No If yes, please fill out a resale certificate. Credit Line Desired: \$ _____

Company Name _____ Name of Parent Corporation _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

Mailing Address _____ City, State, Zip _____

Physical Address for Packages, UPS Shipments, etc. that cannot be delivered to a P.O Box _____

Length of time in Business _____ Type of Business Corporation Partnership Proprietorship

Resale Number (if applicable) _____

Names and Titles of Principals, Officers and Owners

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

How did you learn about The Ligature?

Bank Reference

Bank Name _____ Contact Person _____

Phone Number _____ Fax Number _____

Full Address, City, State, Zip _____

Bank Account Number _____ Email Address _____

APPLICATION
FOR CREDIT

Trade References (need 4)

Company Name	Name of Parent Corporation
Contact Person	Email Address
Phone Number	Fax Number
Full Address, City, State, Zip	

Company Name	Name of Parent Corporation
Contact Person	Email Address
Phone Number	Fax Number
Full Address, City, State, Zip	

Company Name	Name of Parent Corporation
Contact Person	Email Address
Phone Number	Fax Number
Full Address, City, State, Zip	

Company Name	Name of Parent Corporation
Contact Person	Email Address
Phone Number	Fax Number
Full Address, City, State, Zip	

Our firm is financially able to meet any commitments we make. Furthermore, it is understood that this application is subject to approval by the credit department of The Ligature, and that extension of credit and/or limits thereof shall be determined solely by The Ligature. Should circumstances prevent extension of credit at any time, we agree to accept cash in advance and/or C.O.D. terms. We agree to pay all bills within 30 days from presentation of invoice and further agree to pay finance charges on past due accounts. We understand that if at least \$750 is not charged on this account within the next 12 months, The Ligature reserves the right to place this account on a C.O.D. basis. We accept the terms and conditions printed on the back of this application.

Date	Authorized Signature	Title
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The above information is requested solely as a basis for extending credit and will be treated as confidential.

Terms & Conditions of Sale

1. **SPECIFICATIONS.** Quotations and performance of work are based on accuracy of specifications provided (email, fax, electronic media, etc.) Deviations from original specifications provided by the customer or created by The Ligature, usually incur additional costs.
2. **QUOTATIONS.** Quotations not accepted within 30 days may be changed.
3. **ORDERS.** Acceptance of orders is subject to credit approval, precise specifications and a clear mutual understanding of schedules for completion. Hard copy proofs must accompany electronic media.
4. **PROOFING.** Not all jobs require proofing. Those that do, no matter what the method is (laser, PDF, ink jet, match print or other) only simulate how the printed piece will look. Once this proof is accepted, it becomes a "contract proof" and the customer understands that reasonable variation can be expected between proofs and the final job.
5. **PRESS PROOFS.** Press proofs are provided if requested by the customer at an additional cost.
6. **PRESS CHECKS.** All customers may request the opportunity to press check their work. 24 hour (or more) notice will be given to the customer. Late arrival or excessive approval times will be charged as extra costs to the job.
7. **PROPERTY.** Artwork, electronic media or data received from the customer. If unaltered remains the property of the customer and will be returned to the customer if requested. All altered artwork, media or data remains the property of The Ligature. Artwork, type, negatives, plates, proofs, discs and other items created by The Ligature remain its exclusive property. Dies (engraving, embossing, foil or die cutting) are property of The Ligature **unless** they are separately priced and individually noted on the invoice.
8. **OVER-RUNS OR UNDER-RUNS.** Over and unders will not exceed 10% of the quantity ordered. The Ligature will adjust the billing to reflect actual quantity delivered. If guaranteed quantities are required they must be requested in writing before the job is run and pricing must be reviewed to account for this requirement.
9. **DELIVERY.** Prices quoted provide for single shipment, without storage, F.O.B The Ligature. Customers may specify particular shippers. If no such specificity is made, The Ligature will use its best judgement for shipping. All shipping costs are billable to the customer outside the printing costs unless otherwise provided. Title for a finished job passes to the customer upon delivery to the shipping carrier or upon invoicing whichever occurs first.
10. **CREDIT.** Credit will be extended only upon provision of credit application and verification of credit worthiness by The Ligature. Customers not adhering to agreed terms are subject to discontinuance of work, COD payment, finance charges and full remedy to The Ligature provided by law.
11. **TERMS.** All new customers must provide a 50% deposit prior to any work commencing and will pay the remaining balance upon delivery. Established terms for all other work is net 30 days from date of invoices unless otherwise agreed to in writing.
12. **MINIMUM BILLING.** The Ligature reserves the right to charge no less than \$25 for any order received unless a written contract states otherwise.
13. **WARRANTY.** The Ligature warrants that products produced by its manufacturing will meet or exceed industry standards. Any claim by the customer taking exception to quality in material or workmanship or shortage must be submitted in writing within 14 days of receipt of material and if not made in this time will cause this warranty to expire.
14. **TAXES.** Customers are responsible for paying all applicable taxes that The Ligature is required by law to collect. Any exemption entitled to a customer must be justified by receipt of Tax Exemption forms (Resale) **prior** to work commencing.
15. **STORAGE.** Storage of customer products for extended periods of time will incur storage charges. The Ligature is not liable for loss or damage beyond fire and extended coverage insurance carried and/or a maximum period of two years.

Customer's signature attests to agreement of all Terms & Conditions of Sale as printed on form.

Signed _____ Title _____

Company _____ Date _____



THE LIGATURE
Leader in Print Communication