



To be able to process your Credit Application, you need to include the following:

- 1) Completed the credit application.
- 2) Attached your company latest closed financial statement.
- 3) Attached the company Interim Financial Statements.
- 4) For companies in United States attached a copy of your resale tax certificate.
- 5) Attached copies of personal ID Cards, for companies outside United States include a copy of a passport .
- 6) Signed corporate guaranties.



Date: _____

Legal Name of the Company: _____

Trade Name (dba): _____ EIN#: _____

Billing/Mailing Address: _____

City: _____ State/Prov. : _____ Country _____ Zip: _____

Phone#: _____ Fax#: _____

Website: _____

Years In Business: _____

Time at Address: _____ Rent _____ Own _____

Dun & Bradstreet #: _____

Type of Business: Corporation _____ Proprietorship _____ Partnership _____ Non-Profit _____ LLC _____

Company Officer/Owner Name: _____ Title _____

Home Address: _____ Phone: _____

Person To Contact for Payment: _____ Email: _____

1) Person authorized for Purchasing: _____ Email: _____

2) Person authorized for Purchasing: _____ Email: _____

3) Person authorized for Purchasing: _____ Email: _____

Annual Sales Volume: \$ _____ Credit Line Requested: \$ _____

Florida companies must send with this application a signed copy of a FloridaResale tax certificate****

* Prices advertised are for approved credit customers with terms. * Credit Card and other payment methods may incur additional charges*



BANK INFORMATION

Bank Name: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Account#: _____ Phone#: _____

TRADE REFERENCES

1. Company: _____ Account #: _____ Credit Limit: \$ _____

Contact: _____ City, State, Zip: _____

Phone: _____ Fax: _____

2. Company: _____ Account #: _____ Credit Limit: \$ _____

Contact: _____ City, State, Zip: _____

Phone: _____ Fax: _____

3. Company: _____ Account #: _____ Credit Limit: \$ _____

Contact: _____ City, State, Zip: _____

Phone: _____ Fax: _____

This credit application and agreement is submitted by the undersigned (hereafter Customer) to Office Supply Tech Inc. (hereafter OST), to obtain trade credit. Customer agrees to make payment in full to OST for all amounts due according to OST's invoice(s). Customer also agrees to pay OST as interest, an amount equal to 1.5% per month, or the maximum provided by law (whichever is less) for invoice amounts that are past due. Should customer default in any such payment(s), OST shall have the right, without notice to Customer, to declare all invoice amounts immediately due and payable. In the event OST should commence any action or actions, or otherwise seek to enforce this agreement against Customer or any Guarantor, Customer agrees to pay reasonable attorney(s) fees, court and other expenses incurred by OST, whether or not suit is filed. Guarantor and customer acknowledge that all payments due hereunder are required to be made to OST at OST's above stated address in Broward County, Florida, and guarantor and customer further acknowledge that an appropriate forum for litigation with respect to the enforcement of this Credit Application & Agreement shall be in courts of competent jurisdiction in Broward County, Florida. All parties agree that such courts are reasonably convenient forums in which to adjudicate disputes relative to this Credit Application & Agreement. This agreement is not transferable or assignable without prior written consent of OST. This agreement shall become effective upon acceptance by OST. Customer agrees that all sales shall be governed by OST's Standard Terms and Conditions of Sale, as stated on the invoice and shown in OST's website, unless OST and Customer have executed a separate agreement which specifically supersedes and replaces those terms and conditions. Customer acknowledges receipt of and accepts all policies stated in OST Terms and Conditions of Sale document.



Customer and Customer's authorized representative signing this agreement hereby represent and warrant that the information provided in this application and in any and all additional documents, financial statements or other information furnished by Customer to OST is true and correct in all material respects and contains all information necessary so that this application is not materially misleading. Customer acknowledges that OST is relying on the accuracy of the information provided by Customer. Customer hereby grants OST a security interest in any and all goods purchased by Customer from OST to secure any and all obligations of Customer to OST, including but not limited to any obligation of payment. Customer agrees to execute any additional documents necessary to perfect or continue any security interest related to this application. Customer agrees to adhere to the credit service policies and procedures established from time to time by OST.

Terms and conditions

A) *Ordering*: Orders are picked and shipped immediately on the date placed, when placed within normal operating hours and stock is available. We are unable to accommodate cancellation requests for this reason all orders canceled after shipping will be subject to a 15% restocking fee and freight charges. We can offer an appropriate line of credit to any party deemed a qualified dealer, with current financial information, subject to credit approval. Terms are Net 30 from date of Office Supply Tech invoice.

B) *Product Return*: Every effort is made to fill your orders swiftly and accurately. We understand the occasional need to return items to our facility or direct to the manufacturer for reasons of defective merchandise, ordering errors, freight damage or selection errors. A Return Authorization (RA) must be obtained from your sales representative or our customer service department. Product returned without a Return Authorization will not be credited. All returns must be requested within five (5) days of product receipt and expire thirty days (30) from issuance. Product must be received in our warehouse prior to the RA expiration date. The RA and box count must be included on each shipping label. Do not write anything, including RA numbers or box counts, on manufacturer carton or packaging. Products must be returned in the original manufacturer packaging with all its contents and original packaging material, free of any markings on the cartons. Any Office Supply Tech shipping error must be reported within 48 hours of receipt; call tags will be issued for their return. A 15% Restocking fee will apply to all non-defective returns. Invoiced freight will only be credited in the event of Office Supply Tech error.

C) *Defective Products*: Please follow the steps under Product Return, and note the following information pertinent to defective merchandise. Defective merchandise will be tested. If no defect is found a 15% restocking fee will be charged. All defective merchandise must be returned to us within 6 months of the Office Supply Tech invoice date, no exceptions. All cartridge copier returns must be accompanied with a letter from an authorized service technician or the manufacturer describing the defect. Credit will not be issued for empty cartridges or significantly used cartridges. Call tags will not be issued for defective returns or ordering errors; dealer is responsible for all freight charges.

D) *Freight Damage*: The end user is solely responsible for the carton count on truck shipments; any damage or shortage must be noted on the delivery receipt and a claim must be filed with the carrier. Claims made after delivery will not be honored. Carrier must be notified of any damage to product or shipping cartons at point of receipt, and claim must be filed with the carrier. ALL original cartons and packaging must be kept with the damaged product for carrier inspection.

E) *Non-Returnable Items*: 1) Closeout items 2) Bottled copier supplies 3) Any toner significantly used or not in original packaging 4) OEM cartons in unsalable condition Credit will not be issued for any of these items.

F) *Late Payment Fee*: Purchaser understands that failure to pay the invoice when due will result in damages to Office Supply Tech for the lost time value of the overdue payment plus interminable increased administrative costs of handling the delinquent account. Purchaser hereby agrees to pay a late charge for any overdue balance due to Office Supply Tech computed at the rate of one-and-one-half (1.5%) percent per month for the period said balance or any part thereof is overdue. Late charge shall be added to any overdue balances

Dated at: ____/____ of 20 ____

Signed by: _____ Officer Name/Title: _____

Florida companies must send with this application a signed copy of a FloridaResale tax certificate**

E-Mail to sales@officesupplytech.com or fax to 754-400-9846

Office Supply Tech Inc. 20920 Sheridan St, Ft Lauderdale Florida 33332 USA



CORPORATE GUARANTEE

This corporate Guarantee is submitted by _____
(herein referred to as "the Company") to **Office Supply Tech Inc.**, (herein referred to as "**OST**") in consideration of extension of credit facilities or checks issued by the company to **OST**. The company hereby guarantees **OST** that it will pay any and all amounts due on its accounts with **OST**. Should the company default on such payments to **OST**, the Company agrees to pay interest in an amount equal to 1½ % per month of the outstanding amount due or the maximum provided by Florida Law (whichever is less), in addition to the amount due. In event of default, **OST** will enforce this corporate guarantee against the Company by whatever legal means available. The Company agrees to pay all pre-litigation, litigation, and post-litigation attorney's fees, filing administrative fees, as well as court cost and any collection fees incurred by **OST** in connection with the enforcement of this Corporate Guarantee including but not limited to a reasonable sum for "Action."
Corporation herein accepts that the venue and jurisdiction for enforcement and remedy of this Corporate Guarantee Shall rest in DADE COUNTY, FLORIDA, UNITED STATES OF AMERICA.

(Note: Copies of all identifications must be attached)

Signed By: _____ (Officer)
Title: _____
Officer Name: _____
Passport #: _____
Country of Issue: _____
Florida Drivers License #: _____
Other I.D. _____
Company Name: _____
Address: _____
City _____ State _____ Zip Code _____
Telephone#: _____ Fax #: _____
D.B.A. : _____



PERSONAL GUARANTEE

I, _____, for consideration of your extension of credit to _____
_____ (herein referred to as the "Company"). Of which I am _____
_____ (Title). Hereby personally guarantee the payment of any obligations to **Office Supply Tech In.**
(herein referred to as "OST") by the Company and further agree to bind myself, heirs and/or state to pay **OST**, on demand,
any sum due to **OST** by the company whenever the Company fails to pay said obligations. It is understood that this guarantee
shall be a continuing and irrevocable guarantee and indemnity for such indebtedness of the Company. I do hereby waive
"Notice of Default," "Notice of Non-Payment," and further "Notice" thereof, and consent to any modification under the
Company account with **OST**.

I do hereby agree to pay, in addition to any amount due to **OST** and unpaid by the Company, all pre-litigation, litigation and
post-litigation attorney's fees, filing and administrative fees as well as court cost and any collection agency fees that may be
incurred, including of a reasonable sum for "Action" herein and that the venue and jurisdiction for implementation and remedy
of this guarantee shall rest in DADE COUNTY, Florida, United States of America.

I further authorize the release of any and all information regarding my credit history and reports to OST

(Note: Copies of all identification must be attached)

Signed By: _____ (Guarantor)

Print Name: _____

Social Security No: _____

Passport No.: _____

Country of Issue: _____

Expiration: _____

Florida Drivers License No. : _____

Other I.D.: _____

Home Address: _____

City _____ State _____ Zip Code _____ Country _____

Home Phone: _____ Fax No. _____