



12177 Business Park Dr. #2
 Truckee, CA 96161
 (530) 587-1620 opt.2
 fax (530) 587-6228
 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.