



# CREDIT APPLICATION

1835 Provincial Rd, Windsor, Ontario N8W 5V7  
Tel: 519-966-2400 • 1(800) 265-5005  
Fax: 519-966-6337 • 1(866) 966-6337

<b>Billing Address</b> <i>Legal Company Name of Applicant</i>	<b>Shipping Address</b> <i>(Not required if same as Billing Address)</i>
_____	Name: _____
Address: _____	Address: _____
Postal Code _____	Postal Code: _____
Telephone Number: _____	Telephone Number: _____
Fax No. (Accounts Payable) _____	Fax No.: _____

**Corporate Information**

Indicate Type of Business: Corporation  Sole Proprietorship  Partnership

Other please specify: \_\_\_\_\_ No. of Office Employees \_\_\_\_\_

Nature of Business: \_\_\_\_\_ No. of Years in Business \_\_\_\_\_

Name of Owner/Principal: \_\_\_\_\_ Purchase order required  Yes  No

Name of Buyer: \_\_\_\_\_ Email: \_\_\_\_\_

A/P Contact: \_\_\_\_\_ A/P Email: \_\_\_\_\_

Do you require our office products catalogue?  Yes  No Estimated annual office supply purchases: \$ \_\_\_\_\_

**If Company is Less Than One Year Old - Please Complete**

*Name & Address of Principals (Owners)*

Name: _____	Name: _____
Title: _____	Title: _____
Home Address: _____	Home Address: _____
City: _____ Postal Code _____	City: _____ Postal Code _____

**Please Complete All Credit References**

1) Name of Bank: _____	Branch Address: _____
Telephone No: _____	Account No: _____
2) Trade References	
A) Name of Business: _____	Address: _____
Telephone No: _____	Fax No: _____
B) Name of Business: _____	Address: _____
Telephone No: _____	Fax No: _____

**Certification of Application**

I certify that the information on the application is correct and hereby apply for a credit account from Monarch Office Supply Inc. I agree that all accounts are due and payable net 30 days. Interest charged at 2% per month (24% per annum) on all overdue accounts. I hereby authorize the person or firm to whom this application is made, any credit bureau or reporting agency to investigate the references herein listed, or statements, or other statements, or other data obtained pertaining to my credit or financial responsibility.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Account No: \_\_\_\_\_ Order Pending  Yes  No

Sales No: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Sales Office \_\_\_\_\_



## New Customer Information Consent Form

On January 1, 2004 the Personal Information Protection and Electronic Documents Act (PIPEDA) came into force. This act governs the collection, use and disclosure of personal information. At Monarch Office Supply Inc., we consider the protection of the personal information of each customer to be of paramount importance. Accordingly, we have developed a Privacy Policy built around the ten personal information privacy principals stated in the Canadian Standards Association Model Code for the Protection of Personal Information.

The nature of personal information we collect may include:

- Information we receive from you such as your name, address, contact information and general financial, credit and reference information.
- Information about your transactions with us, such as your account number, account balances, payment history and account activity
- In some cases identifying information such as credit card numbers

Monarch Office Supply Inc. uses the information we collect for the following purposes:

- To assist us in the collection of accounts
- To respond to your inquiries about your account activity
- To prevent fraud with respect to both you and our company
- To meet legal and regulatory requirements

Monarch Office Supply Inc. is committed to keeping the personal information of its customers accurate, confidential, secure and private. Our privacy policy has been designed to inform customers of Monarch Office Supply Inc. of our commitment and obligation to meet the spirit and terms of the Federal Personal Information Protections and Electronic Act. (PIPEDA)

We have developed and implemented a Corporate Privacy Policy for maintaining the confidentiality and security of your personal information. At any time you have the right to request access to your personal information which we have collected and to request amendments to personal information about you to ensure its accuracy and completeness.

To make a request for access to personal information we may have collected, disclosed or used about you, or to request that your personal information be amended, contact our Privacy Officer at [ninna@monarchbasics.com](mailto:ninna@monarchbasics.com) or by phone at (519) 966-2400.

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I have read and understood this statement of Monarch Office Supply Inc. regarding the collection, use and disclosure of my personal information, and I hereby consent to have Monarch Office Supply Inc. to use my information for the purpose stated above.

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Signed

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Dated