



226 Laurier Avenue East, Ottawa, ON K1N 6P2 Tel: 613-233-0635 Fax: 613-233-1447
www.lomonline.ca e-mail: sales@lomonline.ca

APPLICATION FOR CREDIT

Legal Name of Company Trade Name
Address
City Province Postal Code Tel.# ( ) Fax # ( )

BACKGROUND INFORMATION

Business Classification: Proprietorship Partnership Corporation
Nature of Business Date Business Established
No. of Employees Cheques Issued From : Branch Office Head Office
Please Provide the following Information:
Buyer for Office Supplies: E-mail Annual Budget \$
Buyer for Computer Supplies: E-mail Annual Budget \$
Buyer for Printing Services: E-mail Annual Budget \$
Accounts Payable Clerk: E-mail

BANK & REFERENCES

Name of Bank Transit # Account
Branch Address City Province

LIST 3 COMPANIES WHOM YOU HAVE ESTABLISHED CREDIT WITH

Please do not provide companies from our trade who are our competitors.

Name Tel.# ( ) Fax # ( )
Name Tel.# ( ) Fax # ( )
Name Tel.# ( ) Fax # ( )

CREDIT CARD INFORMATION

Complete this section only if you would like to authorize Laurier Office Mart to charge the Credit card number provided for your purchases.

Visa # / / Account Holder Expiry Date /
Master Card # / / Account Holder Expiry Date /
Signature of account holder Date Security ( )

All invoices are due and payable in full on or before the 30th day from the date of the invoice.

Orders under \$ 50.00 will be subject to a minimum \$ 7.50 handling fee. Overdue invoices are subject to 2% monthly or 24% annual finance charge.

I/We, the undersigned, hereby certify that I/We have read the above conditions of credit and agree to them. The information attached and contained herein is for the purpose of obtaining credit and is warranted to be true. Laurier Office-Mart Inc. is authorized to investigate the listed references pertaining to my/our credit and financial responsibility.

FIRM NAME

DATE PER/ please print name

Signature

Title

## **TERMS & CONDITIONS**

### **CREDIT**

Accounts are granted only after your credit application is approved. Terms are as follows:

Each invoice is due and payable in full on or before the 30<sup>th</sup>. day from the date of the invoice  
Overdue invoices are subject to a 2 % monthly or 24% annual finance charge.

Any account which does not abide by the terms of payment outlined, will be denied any further credit. Future orders will be suspended until the account is settled.

### **C.O.D. ORDERS**

Customers who have not established an account must use a credit card when placing orders.

### **ORDERING AND DELIVERY**

There are no delivery charges on Office and Computer supplies within our local delivery area. However, some delivery charges will apply for deliveries outside these areas. Orders less than \$50 will have a minimum \$5 handling and delivery charge.

### **FURNITURE AND DELIVERY**

Additional charges may apply on furniture related services, such as assembly, freight, and delivery. All furniture items ordered are not returnable. This includes special orders. For further details, please contact your Account Manager.

### **RETURN POLICY**

Please note, merchandise returned will not be accepted without previous authorization from our order desk. Products returned for full credit must be in original packaging, in perfect condition and returned within 10 days of reception.(Pick-up charge will apply if Courier is sent by us). All other authorized returns are subject to 20% restocking and pick-up charge.

There are absolutely no returns or exchanges on software products, Furniture, (unless damaged in transport), or any special orders.

### **SPECIAL ORDERS**

Special order items are not returnable other than those that are defective. Special orders that have not been shipped may only be cancelled subject to approval.

### **DEFECTIVE PRODUCTS**

All products are guaranteed against manufacturing defects within 30 days of receipt and are covered by each manufacturer's guarantee which may vary in content and in length from one to another. Return Authorization from our order desk must be obtained prior to returning a defective product. Defective computer peripheral products and business machines are contingent on manufacturer's defective and/or repair/replacement policies.





Laurier Office Mart

Tel:(613) 233-0635 Fax:(613) 233-1447

e-mail: sales@lomonline.ca www.lomonline.ca

RETURN AUTHORIZATION FORM

RETURN POLICY:

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COMPANY NAME: DATE:
CUSTOMER NO: TEL: ( )
CONTACT PERSON: FAX: ( )

Table with 6 columns: DATE, L.O.M. INVOICE #, PRODUCT #, QTY, PRICE, REASON

- Please Send Courier to pick-up Merchandise for return. (Pick-up Charge will apply)
We will return merchandise by our courier.

Upon receipt of this form, L.O.M. order desk will review your request for return and process a Return Authorization Number, RA #.

FAX US AT: ( 6 1 3 ) 2 3 3 - 1 4 4 7

For Office Use Only

- Item Defective
Item Damaged in Transport
Item to be Sent for Repairs
Item Shipped by Error
Item Ordered by Error
Other

RA # \_\_\_\_\_

This RA form should be taped to the box being returned