

TO:

## CREDIT APPLICATION

FROM:

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business \_\_\_\_\_

Ownership: Sole Ownership \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Year Business Started \_\_\_\_\_

Owner: \_\_\_\_\_  
Name Home Address Phone

Partners: (1) \_\_\_\_\_  
Name Home Address Phone

(2) \_\_\_\_\_  
Name Home Address Phone

Corporation: President \_\_\_\_\_

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

### PRINTING TRADE CUSTOMS

- 1 **ORDERS** regularly entered cannot be cancelled except upon terms that will compensate against loss.
- 2 **EXPERIMENTAL WORK** performed at customer's request, such as sketches, drawings, compositions, plates (including lithographic plates), presswork and materials shall be charged for at current rates.
- 3 **SKETCHES, COPY, DUMMIES** and all preparatory work created or furnished by the printer, shall remain his exclusive property and no use of same shall be made, nor ideas obtained therefrom be used, except upon compensation to be determined by the owner.
- 4 **ARTWORK, TYPE, PLATES**(including lithographic plates), engravings, electrotypes, negatives, positives and other items when supplied by the printer shall remain his exclusive property, unless otherwise agreed in writing.
- 5 **ALTERATIONS.** Proposals are only for work according to the original specifications. If through customer's error, or change of mind, work has to be done a second time or more, such extra work will carry an additional charge, at current rates for the work performed.
- 6 **STANDING TYPE MATTER**, plates (including lithographic plates), and negatives will not be held after completion of the order except by special agreement and charge therefor.
- 7 **PROOFS:** Two proofs shall be submitted with original copy. Corrections, if any, to be made thereon and to be returned marked "OK" or "OK with corrections" and signed with name or initials of person duly authorized to pass on same. If revised proofs are desired, request must be made when proof is returned. Printer is not responsible for errors if work is printed as per customer's OK.
- 8 **PRESS PROOFS:** An extra charge will be made for press proofs, unless the customer is present when the form is made ready on the press, so that no press time is lost. Presses standing awaiting OK. of customer will be charged at current rates for the time so consumed.
- 9 **OVER RUNS** or under runs not to exceed 10% of the amount ordered shall constitute an acceptable delivery and the excess or deficiency shall be charged or credited to the customer proportionately.
- 10 **CUSTOMER'S PROPERTY.** The printer shall charge the customer, at current rates, for handling and storing customer's printed matter held for more than (30) days. All Customer's property that is stored with a printer is at the customer's risk, and the printer is not liable for any loss or damage thereto caused by fire, water leakage, theft, negligence, insects, rodents, or any cause beyond the printer's control. It is understood that the gratuitous storage of customer's property is solely for the benefit of the customer.
- 11 **DELIVERY:** Unless other wise specified, the price quoted is for a single shipment. F.O.B. customer's local place of business. All proposals are based on continuous and uninterrupted delivery of complete order, unless specifications distinctly state otherwise.
- 12 **TERMS:** Net cash thirty (30) days. All claims must be made five days of receipt of goods.
- 13 **DELAYS IN DELIVERY:** All contracts are made contingent upon wars, strikes, fires, floods, accidents or other contingencies beyond the printer's control.
- 14 **REPAIRS, CHANGES,** trimming, mortising, anchoring, special proving or similar work required on materials which are furnished by the customer, including but not limited to, drawings, engravings, electrotypes, and negatives, shall be billed at current market rates.
- 15 **PAPER STOCK** furnished by the customer shall be properly packed, free from dirt, grit, torn sheets, bad splices, etc., and of proper quality for printing requirements. Additional cost due to delays or impaired production on account of improper packing or quality shall be charged to the customer.
- 16 **COLOR PROOFING:** Because of the difference in equipment and conditions between the color proofing and the pressroom operations, a reasonable variation in color between color proofs and the completed job shall constitute an acceptable delivery.

THESE TRADE CUSTOMS HAVE BEEN IN GENERAL USE IN THE PRINTING INDUSTRY THROUGHOUT THE UNITED STATES OF AMERICA FOR MORE THAN 50 YEARS.

**PRINTING INDUSTRY ASSOCIATION**

Bank \_\_\_\_\_ Checking \_\_\_\_\_  
Name/Branch Phone Acct. No. Savings \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Trade References

1) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Applicant's signature attests financial responsibility, ability and willingness to pay invoices in accordance with the terms. Applicant agrees to pay reasonable attorney fees plus interest in case of default in payments in compliance with terms. The terms are NET 30, E.O.M. I/we have read your sales practices and agree with them.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

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Billing Address \_\_\_\_\_

Required on Invoice: \_\_\_\_\_ P.O. Number \_\_\_\_\_ Job Name  
\_\_\_\_\_ Job Number \_\_\_\_\_ Person Ordering