



APPLICATION FOR CHARGE ACCOUNT

P.O. Box 7524, Portland, ME 04112
www.xcopy.com * Telephone: (207) 775-2444

Account Name: _____
Billing Address: _____
City, State, ZIP: _____
Phone #: _____ Fax #: _____ website: _____
Contact Name (for accounting): _____ email: _____
Contact Name (for printing): _____ email: _____
Type of Business: _____ How did you hear of XPress? _____

PLEASE CHECK WHERE APPLICABLE:

- NON-PROFIT ORGANIZATION PURCHASE ORDER REQUIRED FOR EACH JOB
 EXEMPT FROM MAINE SALES TAX (jobs are for resale): Certificate #: _____ (attach copy)
 EXEMPT FROM MAINE SALES TAX (we are a school or church): please attach exempt certificate
 EXEMPT FROM MAINE SALES TAX (we are a municipality or government agency).

Other instructions: _____

CREDIT REFERENCES: *(no utilities or 'big box' vendors)*

- 1) COMPANY: _____ CITY/TOWN _____ ACCT # _____
CONTACT: _____ PHONE: _____ FAX: _____
2) COMPANY: _____ CITY/TOWN _____ ACCT # _____
CONTACT: _____ PHONE: _____ FAX: _____
3) COMPANY: _____ CITY/TOWN _____ ACCT # _____
CONTACT: _____ PHONE: _____ FAX: _____

TERMS:

In opening this account, I understand that **full payment of each invoice is due within 30 days of the invoice date**, and that overdue accounts may be subject to interest and/or service charges. As authorized representative of the above-named account, I agree that should this account become overdue, interest and service charges incurred will be recognized as an obligation and paid under the terms of this application. Furthermore, I agree that, should this account become delinquent, XPress of Maine (d/b/a XPress Copy Services) will be reimbursed in full for all collection fees, bank charges and other costs incurred as a direct result of non-payment or late payment of this account.

Signature: _____ Date: _____

Please print name: _____ Title: _____

Thank you for applying for an XPress Copy Account. If you have any questions regarding this application, or charges related to your account, please contact our accounting department by telephone or email:
accounting@xcopy.com