



**TRIANGLE**  
R E P R O G R A P H I C S

**THANK YOU** for applying for an account at Triangle Reprographics, Inc. An account application is enclosed with this cover letter for your convenience.

**OUR CREDIT AND BILLING POLICIES**

Normally we will process your account application in one week, assuming your trade references respond in a timely manner. You can begin charging to your account as soon as you receive a letter with notification that your account is open. Your credit limit will be shown in that letter.

Each order is billed on a separate invoice. If you have any special billing requirements, please list them in detail on the credit application under "Special Instructions". If you need additional space for instructions, please use a separate sheet and attach it to the credit application.

After the end of the month, you will receive an itemized statement of your account listing each invoice, the date and amount due. If you have any questions regarding our billing procedures or if you notice any discrepancies on your invoices or statement, please contact our Accounts Receivable Department for assistance and clarification.

Our terms are net 30 days. Accounts overdue will be charged a late charge of 1.5% per month. All accounts over 90 days past due will be put on COD unless other arrangements are made with our Accounting Manager.

For your convenience we also accept MasterCard, Visa and American Express credit cards.

**GET TO KNOW OUR CAPABILITIES**

We look forward to meeting all of your reprographic needs from your office to your construction site to your marketing and trade show materials. We want to be your complete resource for color and black and white prints of any size.

Our services include those listed below:

- |                          |                     |                        |                   |
|--------------------------|---------------------|------------------------|-------------------|
| ✓black and white copying | ✓color copying      | ✓outdoor signage       | ✓banners          |
| ✓construction documents  | ✓large format color | ✓presentation graphics | ✓display graphics |
| ✓flatbed printing        | ✓CAD plotting       | ✓mounting              | ✓laminating       |
| ✓color murals            | ✓LightJet prints    | ✓copy center           | ✓design services  |

We look forward to serving all of your reproduction needs with service, quality and dependability now and in the years to come.

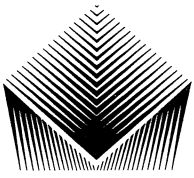
Sincerely,

Joanne Mason  
Vice President

**T: 407.843.1492**

**F: 407.649.9171**

**800.931.9490**



# TRIANGLE

R E P R O G R A P H I C S

850 S. Hughey Avenue • Orlando, FL 32801 • 407.843.1492 • Fax 407.649.9171

## NEW ACCOUNT APPLICATION

Date Completed \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Company Web Site \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Number of years in business \_\_\_\_\_ Number of years in business at above location \_\_\_\_\_

Names of Officers or Partners	Title	E-mail Address
_____	_____	_____
_____	_____	_____
Please check one: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation Fed. Tax No. _____		
Type of business _____		
Names of Authorized Purchasers/Special Instructions _____		
_____ PO Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Desired Credit Line \$ _____ Are You Taxable? <input type="checkbox"/> If not, Resale Tax No. _____		
Contact Person _____ E-mail Address _____		
Accounts Payable Supervisor _____ E-mail Address _____		

Trade References:

Trade Reference 1	Trade Reference 2	Trade Reference 3
Name _____	_____	_____
Address _____	_____	_____
_____	_____	_____
Acct # _____	_____	_____
Phone _____	_____	_____
Fax _____	_____	_____
Bank Name _____		Account No. _____
Street Address _____		Officer _____
City/State _____		Zip _____

References listed above are authorized to release information to Triangle Reprographics, Inc. All accounts at Triangle Reprographics, Inc. are on terms of net 30 days. Accounts overdue will be charged a late charge of 1.5% per month. The purchaser agrees to pay all costs of collection including a reasonable attorney's fee. The person signing this credit application on behalf of purchaser personally and individually guarantees the full and prompt performance of the purchaser and the payment of all sums due seller, notwithstanding the amount, if any, set forth as the desired credit line.

\_\_\_\_\_  
Signature of Authorized Owner/Officer Title Date

Please print name of Authorized Owner/Officer \_\_\_\_\_