



811 S. Central Expwy, Suite 444 Richardson, Texas 75080

972.599.2131 :: Creative Graphics
214.764.0975 Fax :: Advertising Services
:: Printing Services
:: Web Design & Development
www.igwow.com :: Promotions
ig@igwow.com :: Signage

Credit
Application

We Deliver Your Message To Your Market From the 1st Look with a WOW

Requirements for Credit Application Processing

Application

- The credit application must be completed in its entirety.
- Standard company information sheets are not accepted.
- Information should be typed or printed.
- Our credit application must be signed by a Principal or Authorized Agent
- Incomplete applications will not be processed.

Application Processing

- Allow 7 business days for the application to be processed.
- All sales are 50% down, and 50% upon delivery until credit terms are established.
 - Establishing IG credit is not guaranteed. Decision is based upon approval.
 - Based on the Client's credit rating derived from the credit report, a financial plan will be proposed with a credit line and payment deadline(s).
 - In the case of the Client owning previous unpaid balances, or requesting projects which accumulate to an amount greater than the credit line, payment must be made in an amount accommodating to the offered credit line.

Credit Card on File:

- **All IG credit applicants are required to have a credit card on file.**
- **Signing of the credit applications give authorization for Intra-Graphics to charge your credit card.**
- **Credit cards are charged after 90 days of non-payment from the invoiced date.**
- **Non-payment results in late fees which will be included in the amount charged to the credit card. Fees are described in detail in our payment policy.**
- **In cases of non-payment over 90 days-120 days due to insufficient funds or cancelled credit cards, accounts will be transferred to an IG attorney for filing with a small claims court.**
- **Any default of credit offered to the client will also be reported to Dun & Bradstreet, Credit Bureau and/or Better Business Bureau.**

Tax Exemption

- Texas Resale Certificate or Texas Sales and Use Tax Exemption Certificate is on file. Without exception, all sales are subject to sales tax unless a completed and signed
- Texas Resale Certificate is to be completed for purchases made for the purpose of sale, lease, or rental.
- Texas Sales and Use Tax Exemption Certificate is to be completed for purchases other than for the purpose of sale, lease or rental, of which the purchaser claims an exemption from sales tax in compliance with the provisions of the Tax Code.

IG Credit Application

Salesperson
Today's Date
Credit Line Requested

Company Information

Parent Company Name or Individual Name				Credit Line Requested
DBA Name		Company Web Address		
Physical Street Address (No P.O. Box)		Principal's Email Address		
City	County	State	Zip Code	
Phone Number 1	Phone Number 2	Fax Number		
Billing Address (if different from above)				
City	County	State	Zip Code	
Phone Number 1	Phone Number 2	Fax Number		
Check One: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Prop <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____		Date Incorporated	Taxpayer ID#	
Nature of Business	Date Business Opened	Number of Employees	Annual Sales \$	

Principal Information

Name of Principal	Social Security Number	Home Phone Number	
Physical Home Address (No P.O. Box)	City	State	Zip Code
Name of Principal	Social Security Number	Home Phone Number	
Physical Home Address (No P.O. Box)	City	State	Zip Code

Bank Information

Name of Bank	Phone	
Address	City	State Zip
Bank Officer	Account Number	Date Opened

Trade References

Company Name	Phone Number	Fax Number
Company Name	Phone Number	Fax Number
Company Name	Phone Number	Fax Number

Credit Card Information

To be used in the event of non-payment		Security Code
Check One: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AmEx <input type="checkbox"/> Discover	Card Number	Exp Date (Month/Year)
Name as it Appears on Card	Card Billing address:	

Signature of Card Holder gives authorization to Intra-Graphics to charge the above credit card for payment of projects and/or related charges.

Authorized Signature To be signed by a Principal or Authorized Agent

By signing below, I certify that all the information provided on this form is true and correct. I authorize the above listed trade references to release credit information and I authorize The Intra-Graphics to check, if necessary, business and /or personal credit of the company and it's principals. Upon signing this credit application, if applicable, it is understood and agreed that the Principal(s) of said corporation(s) assume personal responsibility of any and all debts incurred by the above named company and any subsidiary or officer thereof.

Authorized Signature _____	Date _____
Printed Name _____	Title _____