



application for credit

Date _____

EPI-Colorspace Sales Representative _____

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Contact _____ Phone No. _____ Extension _____

Individual Partnership Corporation Year Started _____

Type of Business _____ Main Product _____ # of Employees _____

Billing Address (If different from above):

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Contact _____ Phone No. _____ Extension _____

Parent Company: Corporation Partnership Individual

Principals of Firm:

President _____

Vice President _____ Controller _____

Special Billing Instructions:

Purchase Orders Required: Yes No

Blanket Purchase Order #: _____

BANK REFERENCES:

Bank Name _____

Bank Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Phone No. _____

Account # _____ (Checking)

Account # _____ (Money Market)

Account # _____ (Loan)

IMPORTANT NOTICE:

Submitting any materials to the firm for processing or for any other purpose constitutes an AGREEMENT by you that any damages to or loss of such materials by our company, subsidiaries or agents, will ONLY entitle you to the replacement of such materials with a like amount of unused materials plus handling or processing charges. Except for such replacement, the acceptance by us of said materials is without any warranty or liability and RECOVERY FOR ANY INTRINSIC VALUE OR INCIDENTAL OR CONSEQUENTIAL DAMAGES IS INCLUDED.

Authorized Signature (Officer or Principal) _____ Date _____

Print Name _____ Title _____

TRADE REFERENCES:

Are current financial statements available? (If so, please attach)

1 _____

Company Name _____ Account No. _____

Company Address _____

City _____ State _____ Zip Code _____ Contact Person _____

Phone Number _____ Fax Number _____

2 _____

Company Name _____ Account No. _____

Company Address _____

City _____ State _____ Zip Code _____ Contact Person _____

Phone Number _____ Fax Number _____

3 _____

Company Name _____ Account No. _____

Company Address _____

City _____ State _____ Zip Code _____ Contact Person _____

Phone Number _____ Fax Number _____

4 _____

Company Name _____ Account No. _____

Company Address _____

City _____ State _____ Zip Code _____ Contact Person _____

Phone Number _____ Fax Number _____

5 _____

Company Name _____ Account No. _____

Company Address _____

City _____ State _____ Zip Code _____ Contact Person _____

Phone Number _____ Fax Number _____

Is your company tax exempt? Yes No

(If yes, what is your tax ID number?) _____

Please submit a copy of your tax exempt certificate. We are required to charge and collect tax unless we have a copy of your certificate on file.

D&B Listed Yes No D&B Number _____

NOTE: Submission of this application to EPI-Colorspace constitutes your authorization for us to conduct any credit reference checks necessary to corroborate/verify the information provided herein.

1 **TERMS OF PAYMENT**—Net 30 days from invoice date. Any overdue charges are subject to collection and all associated charges will be the responsibility of the purchaser. Interest will accrue at 1-1/2% per month. **Your signature verifies that you have read and agree to the Terms on reverse.**

2 All claims for adjustments of errors must be made within five (5) business days from receipt of goods or charges will be considered acceptable.

3 EPI-Colorspace's responsibility is limited to converting customer's files into graphic products such as slides, hardcopy, transparencies, etc. **EPI-Colorspace takes no responsibility for content of an image or file construction which may create errors in appearance including format, size, color, etc.**

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trade customs and terms

ESTIMATES—All estimates based on visuals, rough dummies, etc., whether accompanied by verbal or written specifications, are only tentative unless it is clearly stated that the price is fixed. Estimates are subject to revision upon inspection of the final copy. All estimates are subject to acceptance within 30 working days. Prices quoted, including fixed prices, are based on straight time work. Rush work caused by client delay will be charged at rush rates and in addition to any prices quoted herein.

ORDERS—Cancellation of orders after work has commenced shall result in compensation of EPI-Colorspace for out-of-pocket expenses and other losses.

ALTERATIONS—Quotations are for work produced according to original specifications. Client revisions, and alterations, will require additional charges at the prevailing rates for work performed.

PROOFS—Because of the difference in equipment and conditions between our color proofing, a reasonable variation in color between color proofs and the completed job shall constitute an acceptable delivery.

RESPONSIBILITY—Submitting any materials to the firm for processing or for any other purpose constitutes an AGREEMENT by you that any damages to or loss of such materials by our company, subsidiaries or agents, even though due to the negligence or other fault of our company, subsidiaries or agents, will ONLY entitle you to the replacement of such materials with a like amount of unused materials plus handling or processing charges. Except for such replacement, the acceptance by us of said materials is without any warranty or liability and RECOVERY FOR ANY INTRINSIC VALUE OR INCIDENTAL OR CONSEQUENTIAL DAMAGES IS EXCLUDED.

CLIENT'S PROPERTY—All client's property will be stored at the client's risk. Client's property or artwork while in process must be insured by the owner. EPI-Colorspace is not liable for loss or damage.

DELIVERY—All estimates are based on continuous and uninterrupted delivery of complete order unless specifications distinctly state otherwise. On orders with quoted delivery dates, unless otherwise agreed upon, all transparencies, four color reflection copy, complete artwork, mechanicals and/or other digital files must be furnished at start of job.

INFRINGEMENT—The client also agrees to defend EPI-Colorspace and hold harmless in any suit or court action

brought against EPI-Colorspace for alleged damages resulting from handling or proofing any copy, photographs, or illustrations that are supplied by the client and infringes on someone's copyright. In addition, if the supplied material is alleged by others to be degrading, libelous or harmful to their reputations, images, or standing in the community the client agrees to defend EPI-Colorspace harmless.

TERMS—payment shall be net cash thirty (30) days from date of invoice unless otherwise provided in writing. Payment for media buys, trade publications and all third party or outside costs is due before work commences. Claims for defects, damages or shortages must be made by the client in writing within a period of five (5) days after delivery. Failure by the client to make a claim within the stated period shall constitute irrevocable acceptance and compliance with terms, conditions, and specifications. EPI-Colorspace's liability shall be limited to the stated selling price of any defective goods, and shall not include special or consequential damages, including profits (or profits lost). As security for payment of any sum due or to become due under the terms of any Agreement, EPI-Colorspace shall have the right, if necessary, to retain possession of and shall have a lien on all client property in EPI-Colorspace's possession of credit or the acceptance of notes, trade acceptances or guarantee of payment shall not affect such security interest and lien.

CREDIT—Failure to maintain a current payment status of outstanding EPI-Colorspace invoices will automatically place any client on a C.O.D. basis with a 100% deposit required before work commences. EPI-Colorspace cannot offer extended terms without adequate compensation, unless we have agreed in writing to allow extended terms. Accounts not paid within thirty (30) days shall be charged delinquent fees at the rate of 1.5 percent per month or an annual rate of 18%. In the event of failure of client to make payment when due, client shall pay all costs of collection, including reasonable attorney's fees in the amount of 33% of the balance due and owing, court costs and other related fees and expenses, if the account is referred for collection whether suit is instituted or not. EPI-Colorspace will not invoice a second party under any circumstances unless the second party has approved and current credit established with EPI-Colorspace.

ACCEPTANCE OF ORDERS—All agreements are made, and all orders accepted contingent upon labor disputes, fires, accidents, wars, floods or other causes beyond EPI-Colorspace's control. It is expressly agreed that EPI-Colorspace is not bound by any stipulation, representation, or agreement not embodied herein. This agreement shall be instituted and litigated in the Courts of the District of Columbia.