



**Classic Business Solutions**  
 printing • marketing • graphic design  
 171 Madison Ave. • Suite 1409 • New York, NY 10016  
 tel 212.563.9100 • fax 212.563.6244  
**www.ClassicBusinessSolutions.com**

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

Owner's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

TRADE REFERENCES: (List only those you buy from on open account and with whom you have a credit history of at least 6 months)

Name \_\_\_\_\_ Account No. \_\_\_\_\_

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

Telephone \_\_\_\_\_ Contact \_\_\_\_\_

Name \_\_\_\_\_ Account No. \_\_\_\_\_

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

Telephone \_\_\_\_\_ Contact \_\_\_\_\_

Name \_\_\_\_\_ Account No. \_\_\_\_\_

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

Telephone \_\_\_\_\_ Contact \_\_\_\_\_

**BANK REFERENCE:**

Name \_\_\_\_\_ Account No. \_\_\_\_\_

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

Telephone \_\_\_\_\_ Contact \_\_\_\_\_

OUR PAYMENT TERMS ARE NET 30 DAYS. ANY BALANCES OUTSTANDING OVER 30 DAYS ARE SUBJECT TO A 1.5% FINANCE CHARGE PER MONTH. IT IS UNDERSTOOD THAT THE UNDERSIGNED IS RESPONSIBLE FOR ALL LEGAL FEES AND COSTS INCURRED IN OBTAINING PAYMENT.

I HAVE READ THE TERMS AND CONDITIONS AND UNDERSTAND THAT BY SUBMITTING THIS APPLICATION I AM AGREEING TO ABIDE BY THEM. I FURTHER ACKNOWLEDGE AN UNDERSTANDING AND ACCEPTANCE OF THE TERMS AND CONDITIONS/RETURN POLICY LISTED ON THE REVERSE SIDE. I HAVE THE AUTHORITY TO SIGN THIS CREDIT APPLICATION ON BEHALF OF MY COMPANY.

SIGNATURE: \_\_\_\_\_

**First orders require payment in advance.**

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

### **TERMS AND CONDITIONS**

1. ALL CLAIMS MUST BE MADE IN WRITING WITHIN FIVE WORKING DAYS AFTER RECEIPT OF ORDER.
2. FIRST ORDERS ARE PAYABLE IN ADVANCE. SUBSEQUENT ORDERS ARE PAYABLE IN ADVANCE UNLESS OPEN CREDIT HAS BEEN ESTABLISHED. PAYMENT TERMS FOR OPEN ACCOUNTS ARE NET 30 DAYS. INTEREST WILL BE CHARGED ON ALL PAST DUE ACCOUNTS.
3. TITLE AND POSSESSION OF ALL TOOLING, ARTWORK, GRAPHICS, PLATES, ENGRAVING, DISKS, MECHANICALS, DIGITAL FILES, ETC., PURCHASED OR PROVIDED BY CLASSIC BUSINESS SOLUTIONS. PURSUANT TO THE FULFILLMENT OF ANY ORDER SHALL REMAIN THE PROPERTY OF CLASSIC BUSINESS SOLUTIONS UNLESS OTHERWISE AGREED TO IN ADVANCE AND IN WRITING.
4. IN NO EVENT SHALL CLASSIC BUSINESS SOLUTIONS. BE RESPONSIBLE FOR CLAIMS BEYOND THE REPLACEMENT VALUE OF ANY DEFECTIVE MATERIAL OR IN ANY WAY BE LIABLE OR RESPONSIBLE FOR DAMAGES OF ANY NATURE WHATSOEVER WHICH MAY RESULT FROM THE USE OF ITS PRODUCTS. LIABILITY IS LIMITED TO REPLACEMENT OF THE ORIGINAL ORDER AS ORIGINALLY SPECIFIED (VERBALLY OR WRITTEN) AND CLASSIC BUSINESS SOLUTIONS IS ENTITLED TO REPLACE THE FULL ORDER IN AN EXPEDIENT MANNER.
5. SINCE CAREFUL INSPECTION AT THE FACTORY OFTEN RESULTS IN SOME ITEMS BEING DISCARDED, IT IS UNDERSTOOD THAT AN UNDERRUN OR OVERRUN OF NOT MORE THAN 10% WILL BE BILLED PRO RATA.
6. NO NEW ORDERS WILL BE PLACED OR SHIPPED IF YOUR ACCOUNT IS PAST DUE.
7. THE CLIENT'S SIGNATURE ON AN ORDER/PROOF MAKES THEM LEGALLY LIABLE FOR PAYMENT FOR MERCHANDISE PRODUCED AND DELIVERED ON THE BASIS OF SUCH ORDER/PROOF. FINAL RESPONSIBILITY REGARDING TYPOGRAPHICAL ERRORS OR COMPATIBILITY RESTS WITH THE CLIENT.
8. PRINTING PRICES QUOTED ARE FOR STANDARD DELIVERY TIMES. ANY CLIENT AUTHORIZED RUSH ORDER WILL BE BILLED AS AN ADDITIONAL CHARGE TO THE REGULAR MANUFACTURING COST UNLESS AGREED TO IN ADVANCE AND IN WRITING.
9. ONCE AN ORDER IS PLACED, IT CAN ONLY BE CANCELED IF IT HAS NOT BEEN PRINTED. ALL COSTS/WORK ALREADY INCURRED TO PREPARE THE ORDER SUCH AS NEGATIVES, PLATES, COMPOSITION, DIGITAL FILES, ETC. WILL BE BILLED TO CLIENT AT REGULAR RATES. ANY JOB THAT HAS ALREADY BEEN PRINTED CANNOT BE CANCELED.
10. GRAPHIC DESIGN, COMPOSITION AND TYPESETTING SERVICES (INCLUDING BUT NOT LIMITED TO: NEGATIVES, PLATES, MECHANICALS, DISKS, ETC.) AND ANY MATERIALS PURCHASED FOR THIS ORDER ARE BILLABLE AT REGULAR RATES IF THIS ORDER IS CANCELED OR ON HOLD FOR MORE THAN 7 DAYS.
11. COLOR MATCHES ARE NOT GUARANTEED. COLORS, AFFECTED BY PAPER COLOR AND CONSISTENCY AND PRINTING TECHNIQUE MAY VARY SLIGHTLY WITH EACH ORDER.
12. SPECIFIC PERFORMANCE FOR ANY COMPUTER OR LASER PRINTER FORMS IS NOT GUARANTEED AS ALL COMPUTER PRINTERS FUNCTION DIFFERENTLY.
13. VISA AND MASTERCARD ARE ACCEPTED FOR PAYMENT WHEN APPROVED IN ADVANCE BY CLASSIC BUSINESS SOLUTIONS. IF FOR ANY REASON, CLIENT IS DISSATISFIED WITH PRODUCTS OR SERVICES RECEIVED, CLIENT AGREES NOT TO REQUEST A CREDIT CARD CHARGEBACK FROM THEIR CREDIT CARD ACCOUNT AND INSTEAD WILL SEEK RESOLUTION THROUGH CLASSIC BUSINESS SOLUTIONS, INC. AND FAILING THAT THROUGH ARBITRATION IN THE CITY OF NEW YORK UNDER RULES OF THE AMERICAN ARBITRATION ASSOCIATION

### **RETURN POLICY**

1. GOODS MAY NOT BE RETURNED WITHOUT WRITTEN AUTHORIZATION PROVIDED BY CLASSIC BUSINESS SOLUTIONS.
2. DEFECTIVE GOODS AS DETERMINED SOLELY BY OUR QUALITY CONTROL DEPARTMENT WILL BE REPLACED AT NO CHARGE.
3. NO RETURNS WILL BE ACCEPTED ON CUSTOM ITEMS UNLESS THEY ARE DEFECTIVE.
4. ALL STOCK RETURNS ARE SUBJECT TO A 30% RESTOCKING CHARGE PLUS RETURN FREIGHT (IF APPLICABLE).
5. ANY RETURNED GOODS MUST BE INSURED TO COVER THE COMPLETE COST AND MUST BE SENT VIA LICENSED TRUCKING/FREIGHT COMPANY AND A SIGNATURE OF RECEIPT MUST BE OBTAINED BY THE FREIGHT/TRUCKING COMPANY UPON DELIVERY.