

ARCTM Credit Application

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Locations	
Alexandria	Gaithersburg
Baltimore	Towson
Bethesda	Tysons Corner
Columbia	Washington, D.C.
Fairfax	

Company Name _____
 Billing Address _____

D.B.A. (if applicable) _____
 Shipping Address _____

Telephone _____
 Fax _____
 E-mail _____

Type of Business
 Check One: Residential Non-Residential Non-AEC
 Check One: Govt Construction Engineer Architect
 DUNS# _____
 EIN# _____
 Date Established _____

President/Principals _____

Title _____
 Title _____
 Title _____

Person responsible for making payment _____
 Is your company tax exempt? Yes (If yes, attach tax exemption certificate) No
 Are purchase orders required to charge to your account? Yes No

Credit References: (Required - For Net 30 Accts and blank fields may delay account setup)

COD (No references required)
 Credit Card Monthly (No references required)
 Credit Card Per Transaction (No references required)
 Card # _____
 Expiration Date _____
 Net 30 (Fill out information below)

Name on Card _____
 Security Code _____

1) Bank Reference _____
 Branch Address _____
 2) Supplier Reference _____
 Address _____
 3) Supplier Reference _____
 Address _____
 4) Supplier Reference _____
 Address _____

Bank Officer _____
 Telephone _____
 Acctg/Credit Fax # _____
 Telephone _____
 Acctg/Credit Fax # _____
 Telephone _____
 Acctg/Credit Fax # _____
 Telephone _____

What products and services will you be purchasing from ARC/MBC?

Direct Digital Printing Direct Color Output Drymounting & Laminating Canon Color Copies Plotting, Scanning & Archiving
 Xerox Quick Copies Xerox Equipment & Supplies HP Equipment & Supplies Presentation Equipment & Supplies Other

Line of Credit requested? (Net 30 Accts) _____

Has your company ever filed for bankruptcy? Yes No
 Has your company ever operated under another name? Yes No
 If so, what names(s)? _____

I agree to pay interest at the rate of 1.5% per month (18% per annum) beginning thirty (30) days after the invoice date on all amounts due ARC/MBC Precision Imaging, and to pay all costs of collection, including attorney's fees of 25% of the outstanding balance, in the event my account is referred to an attorney for collection. I understand that returns may be subject to a 15% restocking fee.

Authorized Signature _____ Date _____
 Please Print Your Name _____ Title _____

With which branches of ARC/MBC do you anticipate conducting business?
 Alexandria Columbia Towson
 Baltimore Fairfax Tysons Corner
 Bethesda Gaithersburg Washington, D.C.

Who should we notify once the account has been opened? _____ Telephone _____
 How did you hear about ARC/MBC? _____
 Do you require a statement? Yes No