



# APPLICATION FOR CREDIT

## BILLING INFORMATION

Business/Corporation/Name of Applicant: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tel #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ Website Address: \_\_\_\_\_  
 Billing Address (if different): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## COMPANY INFORMATION

Business Type (Check Appropriate Box)  Individual  Partnership  Corporation  
 G.S.T. # \_\_\_\_\_ Bonding Company \_\_\_\_\_ Credit Card # \_\_\_\_\_  
 Type of Business \_\_\_\_\_ Contractor I.D. # \_\_\_\_\_ Years in Business \_\_\_\_\_ Years at Current Address \_\_\_\_\_  
 Person Responsible for Accounts Payable: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_  
 Have You Ever Filed For Bankruptcy?  Yes  No If Yes, what was the date: \_\_\_\_\_ Was it business  or personal   
 Estimated Financial Strength and Net Worth \_\_\_\_\_  
 In what cities do you currently do business?  Vancouver  Surrey  Calgary  Edmonton

## COMPANY PRINCIPALS/OFFICERS(PERSONAL GUARANTOR INFORMATION)

President/Principal's Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_  
 C.E.O./Principal's Name: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_  
 Other signing Principal & Title: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_

### PERSONAL GUARANTEE

The undersigned \_\_\_\_\_ (the "Guarantor") for and in consideration of the extension of credit by Workforce Temporary Services Ltd. ("Workforce") to The Company, hereby covenants and agrees with Workforce to be personally liable to Workforce for all payments due and owing by the Company to Workforce from time to time as if the Guarantor had been the principal debtor.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ )

SIGNED, SEALED AND DELIVERED by the Guarantor in the presence of: )

Name \_\_\_\_\_ ) X \_\_\_\_\_  
 Address \_\_\_\_\_ ) Signature  
 Occupation \_\_\_\_\_ ) Print name

## BANKING INFORMATION

Name/Branch: \_\_\_\_\_ Address: \_\_\_\_\_  
 Bank Account #: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_

## TRADE REFERENCES

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel #: ( ) \_\_\_\_\_

**TERMS OF SALE: TERMS OF SALE ARE NET 30 DAYS FROM DATE OF INVOICE**, and shall include Goods and Services Tax. All invoices not paid by the 31st day from the invoice date will be considered PAST DUE and may cause interruption of your credit extension unless arrangements are made with our credit department.

Application authorizes the creditor to make inquiry of financial and related matter for the purpose of qualifying Applicant for line of credit. It is understood that credit application and account agreement in no way obligates WORKFORCE to extend credit to the undersigned or its company. In the case suit or action is commenced to collect on any past due invoices, Applicant agrees that WORKFORCE shall have the right to bring suit against the Applicant and if this occurs Applicant agrees to pay the cost of the collection including reasonable fees. Applicant further agrees that the venue of any suit may be laid in the appropriate court in the Province of business and the laws of the Province of business shall apply in regard to any collection proceedings for the Past Due invoices. We also understand that Past Due balances may be subject to a finance charge of 2% per month or 24% per annum as may be regulated by Provincial or Federal legislation and agree to pay said charges.

By Execution of this application, and upon its acceptance by WORKFORCE, the undersigned agrees to be bound by WORKFORCE Terms and Conditions of line of credit now existing (as printed on both sides of this form hereof) and as hereafter amended. The undersigned also authorizes the above named bank to release credit information to WORKFORCE relating to this application.

NAME (Print) \_\_\_\_\_ X \_\_\_\_\_  
 SIGNATURE DATE

**Dear Workforce Customer:**

In order to provide you with prompt, professional service, we have established criteria for managing credit. The following outlines the necessary procedure we have adopted for the purpose of providing our services to our customers.

**CREDIT POLICY**

1. Credit applications should be returned to Workforce within 3 days of your first use of our services.
2. **Terms and Conditions** (Terms and Conditions for sales include the following):
  - A. Open Account - Net 30 days from the date of invoice  
For those customers not on Open Account in A;
  - B. Cash on Delivery - Cheque, Bank Draft, Money Order, Credit Card
3. **Credit Limits** - Workforce will establish Credit limits for customers who wish to purchase on an Open Account basis. To obtain an Open Account, you must complete a Credit Application, which we will keep on file and update annually.
4. **Credit Hold** - It is Workforce’s policy to process customer orders promptly. In some cases, however, it may be necessary for our Credit Administration Section to place an order on hold. The following outlines the procedures should this occur, and the actions that will ensure your line of credit is established A.S.A.P.
  - A. **New Account** - In the event that an order has been placed and the initial credit limit of \$1000 has been reached, but credit information has not been received, the account will be placed on Credit Hold. Complete and satisfactory credit information must be submitted on Workforce’s Application for Credit before personnel can be dispatched.
  - B. **Account exceeding Current Credit** - If your existing Credit Limit has been reached or exceeded, your payment history will be reviewed. If at this time your credit cannot automatically be increased, Workforce will require and process updated credit information from the customer. Payment to reduce the balance to an acceptable level will be required if credit cannot be increased.
  - C. **Past Due Accounts** - Should your open account balance exceed the 30th day and become delinquent, you will be notified by Credit Administration. Should your account become 60 days past due, your account may be placed in Cash on Delivery and you will be notified of the amount of payment needed to reopen your account. When payment is received, Workforce may reopen your account.
5. **Lack of Substantive Credit Information** - Until such time as sufficient information is received you will be Cash on Delivery status until credit worthiness is otherwise established.
6. **Non-Performing Credit History** - Customers who have not performed satisfactorily within their previously established credit and terms of sale will be placed on Cash on Delivery status if they have no balance owing. Terms of sale for those with an outstanding balance will be Cash on Delivery plus payment of a determined percentage of the outstanding balance.
7. **This policy is effective immediately.**

If you require more information or have any questions on Workforce’s credit policy, please contact our main office at **(403) 259-6656**

<u><b>Vancouver Branch</b></u>	1169 Main Street, Vancouver, BC V6A 4B6 Phone: (604) 269-9675      vancouver@workforce.ca
<u><b>Surrey Branch</b></u>	10253 King George Highway, Surrey, BC V3T 2W6 Phone: (604) 584-9675      surrey@workforce.ca
<u><b>Calgary Branches</b></u>	Unit 202, 920-36th St. NE, Calgary, AB T2A 6L8 Phone: (403) 273-7707      calgary@workforce.ca
	Unit 4, 6020 - 1a Street SW, Calgary, AB T2H 0G3 Phone: (403) 259-6676      calgarysw@workforce.ca
<u><b>Edmonton Branch</b></u>	10716 Jasper Avenue, Edmonton, AB T5J 2A7 Phone: (780) 428-7701      edmonton@workforce.ca

**Payments**

All payments must be made directly to the branch in which the work was completed.

Thank you