



Account Set-up by Fax
Customer Set Up Form
Credit Application

Please fill-in all the fields featured in the following two forms and fax everything back to our Finance and Administration Department at (613) 226-3810.

Date: _____

Your Name: _____

Company: _____

Phone #: _____

Your Fax #: _____

Fax to: (613) 226-3810 _____

Comments:



Customer Set Up Forms

Date Requested: _____

Customer - Full Name: _____

Customer - Trade Name: _____

Contact Person's Name: _____ Title: _____

Telephone #: _____

Fax #: _____

Cell #: _____

Pager #: _____

Shipping Address:

Invoicing Address:

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

PST Exempt #: _____

Credit Terms Requested: _____

Credit Limit Requested: _____

Customer Signature

FOR OFFICE USE ONLY

All request are to be forwarded to Nicole Morton.

Date Requested: _____

Customer # _____

Customer Group: _____

Sales Group: _____

(e.g. FED, CORP, etc.)

Sales Signature



Credit Application Form

32 Colonnade Road, Suite 300
Nepean, Ontario K2E 7J6
Tel.: (613) 226-1117 Fax: (613) 226-3810

Company's Legal Name: _____ Trade Name: _____

Nature of Business: _____

Proprietorship Corporation Partnership Gov. Institute Date Established: _____

Invoicing Address

Shipping Address (if different)

Telephone # _____ Fax # _____ Purchasing Manager _____
Website address (if available): _____

List Full Names of Company Principals:

	Name	Title
1.	_____	_____
2.	_____	_____

Bank	Branch Address	Account Manager
Telephone # _____		Account # _____
Fax # _____		

Trade References – (Please provide 3 references)

	Company	Address	Account #	Telephone #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

GST # _____ PST # _____

Please include financial statements of past three years with application.

I/We acknowledge that all orders are subject to the Terms and Conditions of Sale as shown on the original invoice.

Signature: _____ Title: _____

Date: _____

For Northern Micro Office Use Only:	
Sales Representative: _____	Terms: _____
Credit Limit: _____	Approved by: _____