



## CREDIT APPLICATION

Copy Cop welcomes your application for a convenient Copy Cop Charge Account. Your account may be used at all Copy Cop locations. To open an account, please provide us with all the information requested below, and mail to:  
Copy Cop, Credit Department, 12 Channel Street, Boston, MA 02210

CUSTOMER INFORMATION : (please enclose a sheet of your letterhead with this application)

(Please check one) \_\_\_\_\_ Corporation \_\_\_\_\_ Proprietorship \_\_\_\_\_ Partnership

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

DBA: \_\_\_\_\_ Years in Business \_\_\_\_\_

Address: \_\_\_\_\_ Floor: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Address (if different from above):

Address: \_\_\_\_\_ Floor: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Accounts Payable Manager: \_\_\_\_\_

Office Manager: \_\_\_\_\_ Buyer: \_\_\_\_\_

Federal Tax Number: \_\_\_\_\_ Credit Line Desired : \_\_\_\_\_ Number of Employees: \_\_\_\_\_

### TAX EXEMPTION:

Exempt from sales tax? NO YES Tax Exempt Number: \_\_\_\_\_

If exempt, please enclose a copy of your exemption certificate.

### BANK REFERENCE:

Bank name: \_\_\_\_\_ Branch: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Bank Officer: \_\_\_\_\_ Account Number: \_\_\_\_\_ Contact: \_\_\_\_\_

### TRADE REFERENCES:

Please supply three trade references. Do not use oil companies, credit cards, IBM, Xerox, or public utilities as these firms will not confirm such information.

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

I/We certify that all the above information contained herein is correct.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For office use only

Credit approved \$ \_\_\_\_\_ Terms: Net 30 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_