



Account and Credit Application

Toll Free: 877-894-8387 / Fax: 913-307-2104

The undersigned company is applying for an account and credit with TonerCycle/InkCycle and agrees to abide by the standard terms and conditions of TonerCycle/InkCycle.

Company Name _____ Contact Person _____
DBA _____
Address _____
City _____
State _____ Zip _____ Phone _____
Federal Tax ID or Social Security# (Resale certificate must be attached) _____
Type of Business _____ No. of Employees _____
Date of Business Established _____ Amount of Credit Requested \$ _____

TRADE REFERENCES

Please Be Sure to Include Fax Numbers for All References
(Skip 1-4 if you intend to pay via credit card only.)

① Name _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____
② Name _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____
③ Name _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____
④ Bank Reference: Name of Bank _____ Account # _____
Contact Person _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____

I represent that the above information is accurate and is provided to TonerCycle/InkCycle to extend credit to the applicant. I authorize TonerCycle/InkCycle to make such credit investigation as TonerCycle/InkCycle deems necessary, including contacting the above trade references and banks and obtaining credit reports. I authorize trade references, banks, and credit reporting agencies to disclose to TonerCycle/InkCycle and all information concerning the financial and credit history of my company.

I have read the terms and conditions stated below and agree to all of these terms and conditions.

Authorized Signature _____ Title _____

Printed Name _____ Date _____



General Terms and Conditions

Shipping and Handling: Free ground shipping will apply for toner and inkjet orders of \$200 or more. A flat \$7.95 charge will apply for any order less than \$200. Orders ship FOB from our Distribution Center via the most efficient and economical method. Standard shipping method is FedEx Ground. Requests for other carriers and service levels are available at your expense. Every effort will be made to ship domestic orders received by 4:30 P.M. CST, same day, subject to stock and credit approval. Note: Orders shipped to multiple locations are considered separate and independent for the purposes of handling fees and expedited freight charges. There is no shipping fee for ground orders over \$200.00. ArcDrive shipping is actual shipping charges.

Placing Orders: **Telephone:** 877-894-8387 (8 AM – 5PM CST); **Fax:** to 913-307-2104; **Email:** to orders@inkcycle.com or **Online:** www.InkCycle.com.

Pricing: Price quotations are valid for 30 days from the quotation unless otherwise specified. Invoiced prices may be from quotations, formal bids, contracts, current price lists or standing agreements. Prices are subject to change without notice unless otherwise agreed to for a specified period of time. Volume discounts are available.

Establishing an Account: To establish an account, please submit a signed and dated copy of this Terms and Conditions document, copy of the State Resale Certificate and appropriate reseller form to (913) 307-2104 (Fax) or Orders@inkcycle.com. Terms may be available with a completed and approved credit application.

Terms: US and Canadian Customers: Net Thirty (30) Days to credit-approved accounts. Sales tax is charged unless a copy of the state resale certificate is on file before the order is shipped. The resale number alone is not sufficient. If you have not purchased from us in six months or more, updated credit information may be needed for approval prior to your order being shipped. Terms and credit are subject to change without notice.

Credit Cards: Visa, MasterCard, American Express and Discover are accepted. These terms may be subject to prior authorization.

Late Payment: Past due invoices are subject to a 1.5% per month finance charge and account may be put on hold. Accounts that must be sent to collection or adjudication will be responsible for collection charges and/or legal fees.

Returned Checks: Returned checks will be charged a \$25.00 returned check fee and must be replaced immediately with a money order, cashier's check, or credit card. The account then becomes subject to prepay or credit card.

Transit Damage or Shipping Error: If an order is damaged in transit or there is a short shipment, you must notify Customer Service within 5 days of receipt along with appropriate proof of damage or short shipment. Otherwise shipment will be considered accepted as delivered.

Return Policy and Shortages: Defective cartridge return items must be authorized for return within one year of original purchase and require an RMA to be issued by InkCycle. Returns of damaged cartridges are subject to InkCycle's published warranties in effect at the time. Non-defective material, if authorized by InkCycle and with an accompanying RMA, must be returned within 90 days of the original purchase. A 15% restocking fee will apply for any non-defective returns. Credit will not be given only for non-defective return items received in an unsellable condition. Material returned to InkCycle must be accompanied by a valid Return Material Authorization (RMA) number. All returns must be sent freight prepaid unless otherwise authorized. Failure to properly repack returned products may result in an RMA rejection. Special manufacture, private label or non-stocking material cannot be returned because of customer order error or for customer convenience. ArcDrive sales are final. ArcDrive units may only be returned if defective. The return authorization is valid for 30 days after the date issued.

Advance Replacement of Defective Merchandise: Upon request, advance cartridge replacements will be invoiced and credit will be issued upon receipt and analysis of the product, if it is found to be defective. Please call our Customer Care Department to receive an RMA number and ARS Return Label for returning your product.

Merchandise Warranty: Merchandise purchased by buyer is subject to the terms of the applicable InkCycle published warranty then in effect, and, other than express warranties therein, InkCycle disclaims all other express and implied warranties and indemnifications for or with respect to the merchandise purchased by buyer, including, without limitation, implied limitation, implied warranties of merchantability, fitness for any particular purpose, and non-infringement. In no event shall InkCycle be liable for any incidental, indirect, consequential, special, or exemplary damages arising out of or connected in any way with any order or any merchandise sold hereunder.

Order Acceptance: Acceptance of any order is expressly made conditional upon Buyer's assent to the terms set forth herein. Any different or additional terms contained in Buyer's Purchase Order shall not be binding on InkCycle.

Agreed to: _____ (initial) Approved by: _____ (Contact Name) Title: _____

Date: _____

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