

## Customer Information

### Customer Profile

<b>New Customer:</b>	<b>Existing Customer :</b>
<b>Customer Legal Name:</b>	
<b>Customer Operating Name (if different) :</b>	
<b>Phone:</b>	<b>Website:</b>
<b>Fax:</b>	<b>Date established:</b>

### Customer Address

<b>Billing Address:</b>	<b>Shipping Address (Same as billing address):</b>
<b>Street:</b>	<b>Street:</b>
<b>City:</b>	<b>City:</b>
<b>Province/State:</b>	<b>Province/State:</b>
<b>Country:</b>	<b>Country:</b>
<b>Postal/Zip Code:</b>	<b>Postal/Zip Code:</b>

### Contact Information

Department	Purchasing	Accounts Payable	Controller/Manager
<b>Contact Name:</b>			
<b>Fax:</b>			
<b>Phone:</b>			
<b>Email:</b>			

### Customer Information

<b>Industry:</b>	<b>Estimated Annual Purchases:</b>
<b>Currency:</b>	<b>Current Seal Supplier:</b>

### Shipping Methods

<b>Pick up:</b>	<b>Courier:</b>
<b>Hi-Tech In-town Delivery:</b>	<b>Preferred Courier:</b>
<b>Courier Account Number:</b>	<b>Federal Tax ID Number:</b>
<b>Special Requirements:</b>	

### Types of Seals Required

<b>O-rings:</b>	<b>Oil seals:</b>
<b>Hydraulic seals:</b>	<b>Oilfield packing:</b>
<b>Braided packing:</b>	<b>Machined seals:</b>
<b>Other:</b>	

#### EDMONTON (HEAD OFFICE)

9211-41 Avenue NW  
Edmonton, AB T6E 6R5  
780.438.6055/780.434.5866

#### CALGARY

Bay 3, 5940-30 Street SE  
Calgary, AB T2C 1X8  
403.720.2856/403.279.2662

#### NEWMARKET

1180 Kerrisdale Blvd, Unit8  
Newmarket, Ontario L3Y 8Z9  
905.953.9666/905.953.8739

#### BOUCHERVILLE

1450 Rue Nobel, Suite 20  
Boucherville, QC J4B 5H3  
450.655.7325/450.655.7359

Part 1 (Continued)

**Invoices/Billings/Statements**

<b>Preferred method of receipt?</b>	
Fax	Email
<b>Do you require monthly statements of account?</b>	
Yes	No

**In Touch with Hi-Tech Seals Inc.**

<b>How did you hear about Hi-Tech Seals Inc.?</b>				
Salesman	Web	Advertising	Referral	Other
<b>Do you wish to have an online web account?</b>				
Yes		No		
<b>Do you wish to receive a Hi-Tech Seals Inc. Literature Package?</b>				
Yes		No		
<b>Do you wish to receive a Hi-Tech Seals Inc. Newsletter (Tech Talk)?</b>				
Yes		No		
<b>Do you wish to receive e-flyers from Hi-Tech Seals Inc?</b>				
Yes		No		

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## Customer Credit Information

### Credit Application

Customer:	Account number:	(If Applicable)
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### Bank Reference

Bank:	Bank Account:
Phone:	Contact:
Address:	

### Supplier References

Name:			
Street Address:			
City/Province/State:			
Postal/Zip Code:			
Phone:			
Fax:			
Contact:			
Email:			
Monthly Purchases:			
Payment terms:			
Current balance:			

Corporate Credit Card Number:	
Expiry:	Name on Card:
Type of Account Required	
Cash Account (\$25 Minimum Order):	
Charge Account (\$50 Minimum Order) (\$1,000 Minimum Annual):	
Credit Limit Request:	

### Credit Check Approval

Name	Position
Signature	Date

### Authorization for Credit verification

We authorize Hi-Tech Seals Inc. to contact our bank and suppliers as indicated above to establish a credit limit for our account.

## Hi-Tech Seals Credit Terms

Customer:	Account number:	(If Applicable)
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### Invoicing/Billing/Statements Information

- All invoices and statements are faxed or emailed.
- Invoices are due and payable 30 days from the date of the invoice.
- Interest is charged at 2% per month (24% per annum) on invoices over 30 days.
- Accounts with unpaid invoices over 60 days may be placed on HOLD without prior notice.
- Statement of accounts will be issued upon request or on accounts over 90 days old.
- Any account placed on HOLD twice in one year, will become COD only.
- NSF checks received will be subject to a \$25 NSF fee. Account will be placed on HOLD until funds are replaced.
- Payments may be made by check or direct deposit.
- There is a minimum restocking fee of \$20 per invoice for returned goods.
- The company follows the Privacy Act for retaining personal and confidential information. Customers have the right to access the information we hold on them. A customer can access personal information by making a written request to our Privacy Officer.
- We do not extend credit to companies outside of Canada and the United States.
- Companies outside Canada and the United States will be supplied on Pre-Paid basis. Product will be shipped after confirmation of a wire transfer in the agreed upon sales amount.

### Product/Shipping Issues

You should contact your Sales Representative if any issues arise concerning product or delivery in order that it may be resolved immediately.

### Credit Limit

Hi-Tech Seals Inc. will assign a credit limit based on your purchase requirements and credit history to assist you in placing your future orders with the company. This limit may be changed at any time by Hi-Tech Seals Inc. without prior notice.

If you require an increase in your credit limit please contact your Sales Representative immediately who may assist you with the process.

### Invoice/Payment Issues

You may contact Accounts Receivable if any issues arise concerning an invoice or misplaced invoices and any payment related issues.

### Credit Policies Approval

Name:	Position:
Signature:	Date:

### Instructions

Please complete, sign and fax directly in confidence to Accounts Receivable at (780) 434-5866 or e-mail to [ar@hitechseals.com](mailto:ar@hitechseals.com).

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ISO 9001  
REGISTERED QMS

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