



*Rewriting your expectations*

Thank you for selling RiteLine®. We appreciate your business and look forward to many years of service with you. Our credit terms are below. Please sign and return.

**Credit Terms**

- New customers requesting Net 30 terms **must** submit a completed, signed credit application and current copy of their Resale Certificate. Prepayment may be required while account is in review.
- All customers outside the Continental US may be required to prepay orders in full prior to shipping as well as supply a third party shipper number for freight, duty and taxes.
- If approved for terms of **Net 30**, we appreciate payments be received in a timely manner.
- A service charge may be applied to all invoices that are over your terms.
- Payment of outstanding past due invoices may be required prior to any new orders shipping.
- Custom, large or special orders may require prepayment/deposit prior to production/shipping.
- Per agreement with credit reporting agencies, we report past due balances on a monthly basis.
- Terms may be suspended if a customer continues to exceed payment terms or we receive an NSF check. A fee of \$25.00 will be charged for any NSF check.
- RiteLine reserves the right to revoke credit availability as it deems appropriate and, may also raise/lower credit limits at its discretion without notice to you.
- Customers who want prepay/credit card terms must have a valid credit card on file or must contact us prior to ship date of orders or shipping will be delayed.

I have read and agree to the above terms for credit.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

*Rely on RiteLine, the Promotional Pen Experts*