



## NEW ACCOUNT SET UP

Welcome!

Thank you for your request to open an account with Safety Supplies Canada. The approval process typically takes 1-2 business days (if trade references require contacting, expect a 5-7 day approval process). Once approved, you will receive an email outlining your terms.

Please complete and return the following forms:

- Account Set Up
- Credit References
- Standard Terms Agreement
- Warranty and Return Agreement

Return to:

Safety Supplies Canada  
Attn: Accounts  
accounts@safetysuppliescanada.com  
Fax: 780-962-9382

If you have any questions, please do not hesitate in contacting any of the Safety Supplies Canada team members.

Thank you for choosing Safety Supplies Canada.

~ The SSC Team



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Please fill out the below and e-mail or fax to: **E** | [accounts@safetysuppliescanada.com](mailto:accounts@safetysuppliescanada.com) **F** | 780-962-9382

**\* YOUR REQUEST WILL BE PROCESSED IN THE ORDER IT WAS RECEIVED \***

Company Legal Name: \_\_\_\_\_

Operating As: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact Name: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

Billing Email: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Order Contact Name: \_\_\_\_\_ Order Phone: \_\_\_\_\_

Order Email: \_\_\_\_\_

Organization Type: Corporation  Partnership  Proprietorship  Other: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Years in business: \_\_\_\_\_

Requested Terms: COD  Credit Card  Net 30   
(fill out card info below) (fill out credit references page)

CC Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ CVC: \_\_\_\_\_

*NOTE: By signing this application, you are authorizing us to keep this card info on file for future orders, and this will automatically allow us to charge your card for orders placed with us.*

By affixing a signature below, the undersigned authorizes Safety Supplies Canada to send and receive information about the applicant company for the purposes of setting up the account. The undersigned also certifies that all information contained in this application is true, accurate, and complete.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**SAFETY SUPPLIES CANADA**  
#469C South Avenue, Box 3612 | Spruce Grove, AB | T7X 3A8

**P** | 855.960.7369 **F** | 780.962.9382



# CREDIT REFERENCES

Please fill out the below and e-mail or fax to: **E** | [accounts@safetysuppliescanada.com](mailto:accounts@safetysuppliescanada.com) **F** | 780-962-9382

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Credit Limit Requested: \_\_\_\_\_ PO required: Y / N

Authorized Purchasers:

Name	Title	Phone	Email	Online Ordering?
				Y / N
				Y / N
				Y / N

Credit References:

Company Name	Contact Name	Email or Fax	Est Annual Spend

TERMS NET 30 DAYS ON APPROVED CREDIT

By affixing a signature below, the undersigned acknowledges that invoices are payable within 30 days of billing date and agrees that in the event said account becomes past due, interest shall accrue on any delinquent amounts owed at the rate of 2% per month. In the event that legal or other proceedings are required to collect any past due amounts, the Client agrees to pay all costs of collection, including reasonable attorneys' fees and court costs, along with any accrued interest and service charges. It is also agreed that SSC is authorized to check credit references and to obtain from whatever source necessary, such information as may be required concerning this application.

WE CERTIFY THAT ALL INFORMATION ON THIS FORM IS CORRECT, AND THAT WE FULLY UNDERSTAND YOUR CREDIT TERMS AND AGREE TO THE PROPER PAYMENT IN CONSIDERATION OF CREDIT EXTENDED.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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## STANDARD TERMS AGREEMENT

Please fill out the below and e-mail or fax to: **E** | [accounts@safetysuppliescanada.com](mailto:accounts@safetysuppliescanada.com) **F** | 780-962-9382

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We would like to take this opportunity to briefly set forth our terms for maintaining an open account with SSC. Our standard terms are net 30 days on approved credit accounts. Invoices are emailed out to the billing email address provided once product has been shipped. Monthly statements will be emailed also. Please notify SSC if the billing contact changes or if there are any discrepancies with billing. Prompt payment is appreciated. We accept cheque, direct deposit, Visa, MasterCard, and American Express.

A 3% processing fee applies to all invoices over \$2,000.00 (credit card payments only). **(initial \_\_\_\_)**

A \$25.00 fee will be applied to any returned cheques. **(initial \_\_\_\_)**

All payments should be mailed to:

Safety Supplies Canada  
o/b Nadawco Inc  
Box 3612, 469C South Ave  
Spruce Grove, AB T7X 3A8

### Past Due Accounts

Should invoices not be paid on time, you will be assessed late fees as outlined below. Please contact the SSC accounting department to resolve any past due balances on your account.

**30 days:** If your account is overdue past 30 days, you will incur a late fee of 2% of the past due amount. An email reminder will be sent to the billing contact on file. **(initial \_\_\_\_)**

**60 days:** If your account is overdue past 60 days, an email reminder will be sent to the billing contact on file with a five (5) day notice to pay. On the fifth day, your account will be placed on credit hold until all invoices are paid in full, including late fees. While your account is on hold, you will be unable to place future orders and any backorders will not be shipped. To reactivate your account, you will need to contact us to pay by credit card (3% fee applies) or mail a cheque. Once we receive your payment in full (including all late fees), your account will be removed from credit hold. **(initial \_\_\_\_)**

**90 days:** If your account is delinquent more than 90 days, you will be sent to an outside collection agency. Notice will be sent via certified mail. Orders/backorders will not be processed. Upon full payment (including late fees), your account will be re-established. Upon re-establishment, orders will need to be paid in advance for the first three months. You can do this by sending in a deposit cheque or providing a credit card. Once three months of positive credit history have been established, your terms can be re-evaluated. **(initial \_\_\_\_)**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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## WARRANTY & RETURN AGREEMENT

Please fill out the below and e-mail or fax to: **E** | [accounts@safetysuppliescanada.com](mailto:accounts@safetysuppliescanada.com) **F** | 780-962-9382

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### Warranty Policy

SSC will honor any manufacturer warranties for any defects in material and/or workmanship, not wear and tear. All products covered by these warranties will be repaired or replaced. SSC will determine whether a product can be repaired or must be replaced.

Customers must request and receive a return authorization (RA) number before any warranty return will be accepted. This number must be included on the box and in the shipping documents when returned.

SSC will pay freight costs for warranty returns and replacements at regular ground rates. If express shipping is required, this will be the client's responsibility.

### Return Policy

Any product purchased from SSC may be returned within 30 days of original purchase date if accompanied by a copy of the original sale document, is unused and in new condition, and accompanied by a return authorization (RA) number. There is no refund for shipping and handling charges. **(initial \_\_\_\_\_)**

A 25% restocking fee will be charged for products returned for refund. **(initial \_\_\_\_\_)**

- Product returned for credit toward a future purchase will not be charged a restocking fee. There will be no credit given towards shipping and handling charges. Freight will be charged on any subsequent purchase using the credit balance. The credit will be placed on the client account, and will be used before any new charges are processed.

Exchanges must be made within 90 days of purchase and product must be unused and in new condition. A shipping and handling fee will be charged. **(initial \_\_\_\_\_)**

A return authorization (RA) number must be obtained prior to any return or exchange, and must be included with the return. All return and replacement freight costs will be the responsibility of the client.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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