

PitneyWorks® Application



Mail now, pay later.

Never pre-pay for postage again.

Full legal company name

Trade name (if different)

Street address

Postal code

Phone number

Fax number

PitneyWorks and/or postage by phone account number customer since

Business type (check one)

Credit limit requested

Please note: a credit limit request of \$5000.00 and above must be accompanied with your company's financial statements with commentary.

City

Province

Contact name

Nature of business

Years in business

Pitney Bowes customer since

Est. monthly postage usage

Company banking information

Bank/financial institution

Street # and street name

City

Province

Postal code

Bank phone number

Bank transit number

Bank account number

Bank fax number

Years at bank

Account manager

Authorized officer information

Name of authorized officer or principal/owner

Title of authorized officer

Please sign below

I have read this application, the important notice below, and the PitneyWorks® postage account Terms and Conditions and (1) confirm that the information shown is accurate to the best of my knowledge; (2) represent that I am authorized to sign on behalf of the company; and (3) agree with the PitneyWorks® Terms and Conditions.

Signature of authorized officer

Date

Credit information. Upon request, you agree to furnish Pitney Bowes Global Financial Services (PBGFS) with current financial information about you. You authorize PBGFS to receive from and exchange credit and other information concerning your affairs with others, including financial institutions, credit reporting agencies, credit bureaus and persons with whom you may have financial dealings. PBGFS shall not be liable or responsible in any way in connection with any such credit reporting. Visit pitneybowes.ca for Privacy Policy.

Terms applicable to PitneyWorks® program

- (a) The PitneyWorks program provides a convenient way for you to order products and services from us (the "Program"). You may only order products and services for commercial, industrial or business purposes. You will receive a set of more specific provisions for the Program within thirty days of the date of this Agreement.
- (b) Except as provided below, each time a meter refill, office supply or other product or service is ordered through the Program by an employee or agent of yours with express, implied or apparent authority to do so (an "Authorized User"), your Account automatically will be charged for the amount of postage, products and services requested, and any applicable fees and charges. You authorize PBC to honor requests by Authorized Users to use the Account, and you agree to be liable for all amounts payable on the Account as a result of transactions made by Authorized Users, until PBC receives written notice revoking the authority.
- (c) You will receive a billing statement for each billing cycle, unless (a) there has been no activity on your Account, (b) the outstanding balance or credit to your Account is less than \$5.00, or (c) the only activity on the billing statement is a customer service adjustment, such as a fee reversal. You have thirty (30) days from the date on the billing statement to notify us of any errors on the billing statement, or it will be deemed correct.
- (d) Payments are due by the due date shown on your billing statement. Each payment will be applied first against any accrued interest and default charges, second against any fees incurred, thirdly against any outstanding balance on your Account, and finally against any balance for orders processed or fees incurred during the current billing cycle.
- (e) PBC will assign a credit limit to your Account and may change your credit limit at any time. PBC may refuse to make an Advance if the amount of the Advance plus your existing unpaid Account balance exceeds your credit limit. You agree that PBC may receive from and exchange credit and other information concerning your affairs with others. PBC will not be liable for any such credit reporting.
- (f) If you choose not to pay the entire balance due by the due date shown on your billing statement, you may pay a portion of the balance by the due date, but not less than the minimum payment shown. If there is a remaining balance on your Account as of the payment due date, PBC will make an Advance to you in the amount of the unpaid balance or your credit limit, whichever is less. Each Advance will be deemed to have been made on the date the unpaid order(s) was delivered ("Advance Date").
- (g) You agree to pay interest on all Advances from the Advance Date until all Advances are repaid. Unpaid interest, default charges and transaction fees will be added to the outstanding balance of unpaid Advances on the due date shown on each billing statement. If unpaid interest, default charges and transaction fees are not paid by that date, such balance will be treated as part of the Advance. The interest rate applicable to Advances is 2% per month (24% annually).
- (h) Unless prohibited by law, you agree to pay the fees and charges of which we have given you notice, including those relating to: (i) transaction fees, if applicable; (ii) if transaction fees are inapplicable, overage fees; (iii) your failure to pay in a timely manner; (iv) your exceeding your credit limit; and (v) fees attributable to the return of any payment item, cheque or draft.
- (i) PBC may at any time close or suspend your Account or, if applicable, temporarily refuse to make new Advances or fulfill orders. You can cancel your Account by notifying PBC in writing. No cancellation or suspension will affect your obligation to pay any amounts you owe under the Program
- (j) We may permanently close or cancel your Account or refuse to make any new Advances to you if you violate this Agreement or any other agreement between you and us. We may also demand immediate payment of the entire amount you owe, plus interest at the rate applicable to Advances.
- (k) We may amend the terms of the Program at any time by written notice to you (including by electronic notice via the email address that is then on file for you). Any amendment will become effective on the date stated in the notice and will apply to any outstanding unpaid balance on your Account. We may terminate the Program at any time upon notice to you. Any outstanding obligations on your part will survive termination of the Program or your Account.
- (l) We may accept late payments, partial payments or payments marked "payment in full", without losing any rights we might have with respect to them. We may choose not to exercise or to delay enforcement of any of its rights without losing them. We may assign your Account and its rights and obligations under the Program to a third party. You may not assign your Account or your interest, if any, in the Program.