



P.O Box 88, 14 Brook Street
 Corner Brook, Newfoundland
 Canada A2H 6C4

Toll Free 1.888.688.1870
 Fax 709.634.7914
 www.steers.ca

CREDIT APPLICATION & AGREEMENT

For Office Use Only	
Approved Limit:	
Date Approved:	
Account #:	
Approved By:	

Legal Name:		Contact Person:		Business Ph:	
Trade Name:				Home Ph:	
Complete Address	PO Box	Street	City/Town	Province	Postal Code
Type of Business	Type of Entity	Business Premises	Creation Date:	Estimated Monthly Purchases:	
	Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/>	Owned <input type="checkbox"/> Rented <input type="checkbox"/> Mortgaged <input type="checkbox"/>	A/P Manager:	Credit Requested:	
Sales Tax License Number			Purchase Order Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Should items unavailable at the time you place your order be listed on backorder?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorized Persons to (1) Pick Up, (2) Order, or (3) Sign for Material			Name	(1) <input type="checkbox"/>	(2) <input type="checkbox"/> (3) <input type="checkbox"/>
Name			(1) <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/>	Name	(1) <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/>
Is your company a subsidiary or division of another company? If yes, please identify on a separate sheet.					Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any shareholders or officers previously been involved with a company that has sought creditor protection or filed for bankruptcy? If yes, please provide details on a separate sheet.					Yes <input type="checkbox"/> No <input type="checkbox"/>
For start-ups and proprietors, has the owner(s) ever sought creditor protection or bankruptcy? If yes, please provide details on a separate sheet.					Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you included the most recent year-end financial income statement and balance sheet for the company? Please include with your completed application.					Yes <input type="checkbox"/> No <input type="checkbox"/>
Shareholders/Partners/Principals/Senior Officers					
Name	Address	Phone	DOB/SIN	Position	Share Class % Held
Name	Address	Phone	DOB/SIN	Position	Share Class % Held
Name	Address	Phone	DOB/SIN	Position	Share Class % Held
Bank Reference					
Bank Name			Branch Address		
Contact Name	Phone	Fax	Email		
Credit References					
Company Name			Address		
Contact Name	Phone	Fax	Email		
Company Name			Address		
Contact Name	Phone	Fax	Email		
Company Name			Address		
Contact Name	Phone	Fax	Email		

Terms and Conditions

Please Read ALL Terms and Conditions Below Before You Sign This Contract

- Accuracy of Application/Guarantee:** In consideration of Steers Group Limited, opening this account, I and/or we certify the truthfulness and veracity of the statement appearing on the Application Agreement and I and/or we guarantee and bind ourselves to the faithful payment of all monies owing, now or in the future, by me, us, or either of us, or any other person, firm or cooperation for our benefit.
- Authorization:** I and/or we acknowledge that the information we have provided will be used to determine the amount and condition of credit to be extended, and hereby authorize Steers Group Limited to make inquiries and obtain any information it deems necessary to the references provided in this Application and Agreement and to any other sources Steers Group Limited may choose to contact.
- Legal and Other Fees:** If I and/or we are in default and Steers Group Limited has to refer our account to a lawyer, collection agency or other individual or firm who is not their salaried employee, to sue or take other steps to collect or secure this account, I and/or we and our guarantors agree to all reasonable costs incurred, together with interest, in collecting delinquent amounts.
- Credit Terms:** Purchase of goods will indicate the acceptance of Steers Group Limited's credit terms. **Steers Group Limited's credit terms are net 30 days from the date of the invoice, unless otherwise stipulated. Invoices not paid in accordance with the credit terms are in default and subject to a 2% service charge per month, or an annual equivalent rate of 24%. This account is not a revolving charge account; it must be paid when invoices become due.** If your account should become delinquent, it will be placed on credit hold, without prior notice.
- Returned items:** All product returns require prior approval from Steers Group Limited via a Returned Merchandise Authorization Request, and all requests to return an item must be received within 90 days of the invoice date. All stock items authorized for return, if returned in original condition within 90 days of purchase, will be credited to your account less a 15% restocking fee. Any merchandise returned out of original cartons and packaging will be charged a 5% repacking fee. Special ordered items such as flooring cuts or non-stock items are NOT returnable and credit will not be issued for these items. The customer is responsible for all freight related charges for returns. All related documentation for returns must be complete before returning. Unauthorized returns will be refused and the carrier will be instructed to contact the dealer for instructions.
- Invoicing Errors:** Any error or question concerning an invoice should be reported to us immediately for corrective action. Please contact the Accounts Receivable department at 709.637.7107.
- Jurisdiction:** We, the undersigned, hereby acknowledge and agrees that this agreement, and all contracts, agreements, and disputes between Steers Group Limited and Our Company shall be interpreted and governed in accordance with the laws of the Province of Newfoundland and Labrador, Canada; and that the parties hereto accede to the jurisdiction of the Supreme Court in the Province of Newfoundland and Labrador, Judicial Centre St. John's or Corner Brook.

Dated at _____ this _____ day of _____, 20_____.

Authorized Signature

Authorized Signature

Print Name and Position

Print Name and Position

Personal Guarantee

Please Note That Signing of This Guarantee Involves Personal Liability

To: Steers Group Limited (herein referred to as the "Vendor")

In consideration of the Vendor supplying goods and services from time to time to _____
(Hereinafter called the "Customer")

the undersigned does hereby:

- a. agree to be jointly and severally liable with the Customer, as principal debtor and not as surety, for the due payment of all monies payable to the Vendor by the Customer, including all service charges (2% per month or 24% per annum on amounts owing for more than 30 days) and other charges;
- b. agree that if Steers Group Limited has to refer the account to a lawyer, collection agency or other individual or firm who is not their salaried employee, to sue or take other steps to collect or secure this account, I and/or we and our guarantors agree to all reasonable costs incurred, together with interest, in collecting delinquent amounts;
- c. unconditionally guarantee full performance and discharge by the Customer of all obligations to the Vendor;
- d. agree that the Vendor may at any time and from time to time and without notice to, or any consent or concurrence from me, the undersigned, make any settlement, extension or variation in the terms of payment of monies owing to the Vendor or take or surrender any security, and that no such thing done by you nor any carelessness or neglect by you in asserting your rights nor any other thing whatsoever including without in any way limiting the generality of the foregoing, loss by operation of any security, shall in any way release or diminish the liability of the undersigned so long as any monies owing to the Vendor by the Customer remain unpaid or the Vendor has not been reimbursed for all losses damage, cost, charges and expenses incurred by you in obtaining repayment in full of all monies owing to the Vendor by the Customer;
- e. agree that the Vendor shall not be obliged to proceed against the Customer or to enforce or exhaust any security before proceeding to enforce the obligations of the undersigned under this guarantee and that any enforcement of such obligations may take place before, after or contemporaneously with the enforcement of any debt or obligation of the Customer or the enforcement of any security held in respect of any such debt or obligations;
- f. agree that this guarantee shall be a continuing guarantee and shall cover all liabilities of the Customer to the Vendor; and
- g. agree that this guarantee shall extend to and be binding upon the undersigned and his or her heirs, executors and administrators.

Dated at _____ this _____ day of _____, 20_____.

Guarantor Signature

Guarantor Signature

Print Name

Print Name

Witness

Witness