



***Credit Application***

BUSINESS/INSTITUTION INFORMATION (ACCOUNT HOLDER)	
Company/Organization name:	
Street address:	Suite:
City:	State/Prov./Region:
Country:	Postal/ZIP Code:
Phone:	Email:
Website:	Company registration number:
Year of incorporation:	VAT number:
BILL US MONTHLY ON THIS CREDIT CARD	
Credit card number:	Expiry date:
CONTACT FOR INVOICING AND ACCOUNT INQUIRIES (BILLING CLIENT)	
Name:	Title:
Email:	Phone:
PRIMARY ACCOUNT REPRESENTATIVE (PRIMARY CLIENT)	
Name:	Title:
Email:	Phone:
BUSINESS OR TRADE REFERENCES	
Company name:	Phone:
Address:	Email:
City, State ZIP Code:	Type of account:
Company name:	Phone:
Address:	Email:
City, State ZIP Code:	Type of account:
Company name:	Phone:
Address:	Email:
City, State ZIP Code:	Type of account:
AGREEMENT	
<u>Account Terms and Conditions</u>	
1. Invoices are payable <b>net 30 days</b> after receipt. Scribendi reserves the right to increase or decrease credit limits and suspend account privileges.	

2. Payments more than thirty (30) days past due will be subject to administrative charges of up to \$50 (USD) and interest at a rate of 1.5% per month (19.56% APR).
3. The account holder will be invoiced for each order. Invoices are available to be downloaded directly within the ordering client's online portal. To access the online portal, register here: <https://www.scribendi.com/register>.
4. Scribendi accepts payments by credit card, PayPal, Alipay, WeChat pay, and bank transfer.
5. Payments by bank transfer can only be accepted in USD, CAD, GBP, EUR, or AUD. Please contact [accounts@scribendi.com](mailto:accounts@scribendi.com) for Scribendi's banking details. Clients are responsible for the payment of all bank fees related to their payment, including wire transfer fees. Wire transfer fees charged to Scribendi for a client payment will be invoiced to the client. Please contact [accounts@scribendi.com](mailto:accounts@scribendi.com) to learn how to minimize such fees.
6. The Billing Client is responsible for settling all invoices billed to the account, including orders placed for personal use by an authorized representative.
7. The Primary Client is responsible for keeping the list of authorized representatives up to date and in particular for removing access to individuals who are no longer authorized representatives. The list of authorized representatives is available in the client portal accessible here: <https://www.scribendi.com/signin>.
8. The Billing Client will receive a monthly statement summarizing outstanding invoices.
9. The account holder agrees not to disclose any login details provided by Scribendi to any third party and accepts responsibility for the security of the email addresses authorized for use with this account.
10. There is a non-refundable application fee of 30 USD that can be paid using [this link](#).
11. The account holder will be invoiced with an annual maintenance fee of 120 USD. The fee paid will be credited to the account holder if the account holder submits, on average, more than 100,000 words per month during the year. The account is reviewed annually every January.
12. The first-year maintenance fee is calculated pro rata according to the following formula:  $(12 - MM) / 12 \times 120 \text{ USD}$ , where MM is the month in which the Business Account Application was submitted.
13. Unless otherwise indicated in writing, Scribendi Inc.'s standard terms of service (<http://www.scribendi.com/terms>) and privacy practices (<http://www.scribendi.com/privacy>) apply.
14. The account holder authorizes Scribendi Inc. to make inquiries into the banking and business/trade references supplied above.

#### AUTHORIZED SIGNATURE

Name:

Title:

Signature:

Date:

Return this form by email to [accounts@scribendi.com](mailto:accounts@scribendi.com). You can expect a reply within 10 business days.