



PAYMENT, TERMS, AND ESTABLISHING CREDIT

PAYMENT

Unless you have established credit with Reno Type, payment for all services is due upon completion of your order. Large orders (those over \$1000.00) or orders requiring a substantial buy-out from other vendors may require an initial down-payment. We accept checks, cash, VISA, MasterCard and American Express. If you'll be paying with a credit card over the telephone, you'll be asked to sign a credit-card authorization form.

SALES TAX

If your purchases from Reno Type are exempt from tax, please request, complete, and return a *Blanket Certificate of Resale* form, **RSC-1**, PRIOR TO COMPLETION of your job. Unless this form is completed, the state of Nevada requires that you be charged sales tax appropriate to the county or municipality in which delivery of the job is accepted. If the job will be delivered OUTSIDE of the state of Nevada, no sales tax will be charged. Please note that you may be responsible for paying use tax in the state to which it is delivered.

ESTABLISHING CREDIT

The first step to establishing credit with Reno Type is to request, complete and return our *Credit Application and Agreement*, **CAA-1**. Upon receipt of the completed form, we will contact your credit references, make a determination as to whether to extend credit, and establish the amount to which the credit will be limited. Please note that it usually takes several days to process an application, and while most applications are accepted, a determination may not be possible in time to allow terms for a pending job. You should be prepared to pay COD for any work in progress while your application is pending.

TERMS

Once you have established credit, you will be invoiced on a per job basis. Invoices will be issued upon COMPLETION of the job, and sent via the U.S. Mail. We will expect to receive payment within 30 days of the invoice date, so please allow several days for transit time. Failure to pay within terms will incur a 1.5% per month finance charge, and may lead to revocation of credit privileges. We issue monthly statements as a courtesy. Please pay from the invoice. We are pleased to offer a 2% discount for payments RECEIVED within 15 days of the invoice date.

JOB NUMBERS & DESCRIPTIONS, and PURCHASE ORDERS

Our invoices and statements will reflect information that you provide to us. Please ensure that appropriate numbers and descriptions are provided to us. If your firm requires purchase orders, it is YOUR RESPONSIBILITY to provide them to us.