



# ACCOUNT FORM

- New Account
- Update Existing Account  
Customer #: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Accounting Fax #: \_\_\_\_\_

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

Do you have other branches in:  Vancouver  Calgary  Edmonton  Toronto  Ottawa  Montreal

Purchasing Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_ ext: \_\_\_\_\_ e-mail: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ ext: \_\_\_\_\_ e-mail: \_\_\_\_\_

How would you like to receive invoices?  e-mail \_\_\_\_\_ Years In Business: \_\_\_\_\_ PO required:

- Payment Options:**  Direct Deposit - Send remittance advice to ar@whitepaper.com
- Cheque - Please remit payment to 9990 River Way, Delta, British Columbia V4G 1M9
  - Visa or MasterCard - Customer to contact White Paper AR with payment details
  - Visa or MasterCard - Process payments automatically (see Credit Card Authorization Form)

- How did you hear about us?**
- 1) Google. Linkedin
  - 2) Sales Representative
  - 3) Know from previous workplace
  - 4) Current Customer Referral
  - 5) Referred - by who (name & company)
  - 6) Other - please specify: \_\_\_\_\_

**CREDIT TERMS NET 30:** The sale and purchase of goods from White Paper Office Solutions to the applicant are subject to the terms and conditions stated in our Sales Policy (to see a copy visit www.whitepaper.com). The applicant hereby authorizes White Paper to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account.

Dated the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_ in the Province of \_\_\_\_\_

**Please e-mail completed form to your  
Customer Service at [csr@whitepaper.com](mailto:csr@whitepaper.com)**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Title

Office Use Only:

Cust. # \_\_\_\_\_ Salesperson: 144 Credit Limit: \_\_\_\_\_ Date: \_\_\_\_\_

**Head Office: 9990 River Way, Delta, BC V4G 1M9 Tel: 1-888-840-7300 Fax: 1-866-951-3988**

\*White Paper Office Solutions is a division of S.O.F. White Paper Company Ltd.



# CREDIT CARD AUTHORIZATION FORM

Billing Name: \_\_\_\_\_

Keep credit card on file and process payment for all invoices

Visa       MasterCard

Credit Card Number: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_      CVV Code: \_\_\_\_\_

Credit card address same as billing address

Credit card address if different than billing address: \_\_\_\_\_  
City: \_\_\_\_\_      Prov.: \_\_\_\_\_      Postal Code: \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

This authorization helps us to protect you, our valued customers, from credit card fraud. White Paper Office Solutions will keep all information entered on this form strictly confidential. Please update us on any account information changes.

**Please e-mail completed form to your  
Customer Service at [csr@whitepaper.com](mailto:csr@whitepaper.com)**

Office Use Only:

Customer Number: \_\_\_\_\_      Salesperson: 144

**Head Office: 9990 River Way, Delta, BC V4G 1M9 Tel: 1-888-840-7300 Fax: 1-866-951-3988**

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**OFFICE SOLUTIONS**  
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**WE'RE YOUR COMPLETE  
OFFICE SOLUTIONS PROVIDER**

## ABOUT US



White Paper Office Solutions was founded in Vancouver in 1990 by three young entrepreneurs who believed the business community was ready for a paper company with a fresh approach to doing business. From our humble beginnings we've grown to become one of Canada's largest national office consumable suppliers. White Paper is 100% Canadian owned and provides solutions for thousands of corporations across Canada.

### ◆ Free Delivery

We have our own fleet of trucks and employ fully trained delivery professionals. Regular delivery within our distribution area is free for office product and printing orders over \$50 (\$150 for just paper).

### ◆ National Distribution

White Paper Office Solutions offers national distribution to service your company's needs. Our seven strategically located distribution centers are in Vancouver, Calgary, Edmonton, Winnipeg, Ottawa, Toronto and Montreal.

## OUR PRODUCTS & SERVICES



### ◆ 16,000 Office Products

We offer over 16,000 product options for your office needs including quality furniture and the latest technology products at low prices. Receive a free copy of our catalogue by requesting it at [www.whitepaper.com](http://www.whitepaper.com)



### ◆ Quality Printing Services

We have in-house printing presses and printing partners allowing us to supply top quality printing from business cards to your company's most intricate print job at very competitive rates. Request a quote at [www.whitepaper.com](http://www.whitepaper.com)



### ◆ Promotional Products

The lasting impression promotional products create with your customers or potential customers build loyalty and keeps your company's name and brand in mind of your audience. Request a quote at [www.whitepaper.com](http://www.whitepaper.com)