

## FedEx Office Account Application

### Why Apply?

Easily manage your business documents and printing with FedEx Office so you can concentrate on managing your business.

- No annual or membership fees
- Recognition as a valued FedEx Office customer
- Additional special offers for account holders

Please mail or fax completed application to:

FedEx Office  
P.O. Box 262682  
Plano, TX 75026-2682  
Fax 1.214.703.4034

Call 1.800.488.3705 for information  
about FedEx Office account requests.

### Company Information

**Physical address** (This should be the physical location of your company. P.O. boxes are not permitted.)

Legal company name:		Preferred company name:	
Street address:		Suite/Other:	
City:	State/Province:	ZIP/Postal Code:	Country:
Contact first name:		Contact last name:	
E-mail:	Phone:	Fax:	

**Correspondence address** (This is where account communications will be sent.)

This address is the same as the physical address entered above

Correspondence contact first name:		Correspondence contact last name:	
Street address:		Suite/Other:	
City:	State/Province:	ZIP/Postal Code:	Country:
E-mail:	Phone:	Fax:	

**Additional Company Information**

Federal ID:
No. of employees nationwide:
Dunn & Bradstreet no.:

**Existing Account Information** (If you already have a FedEx Office account enter that here)

FedEx Office account no.:
Company name:

### Charge Account Options (optional)

Complete this section only if you would like to use this new account for charging and billing purposes. You will need to accept the charge account terms and conditions to submit this request.

**Billing/Invoice Address**

This address is the same as the physical address entered above

Billing contact first name:		Billing contact last name:	
Street address:		Suite/Other:	
City:	State/Province:	ZIP/Postal Code:	Country:
E-mail:	Phone:	Fax:	

**Accounts payable contact**

AP first name
AP last name

**Business Information**

Nature of business:
This account will be used in: <input type="checkbox"/> USA <input type="checkbox"/> Canada <input type="checkbox"/> Both
Date of incorporation (mm/dd/yy):
State(s) of incorporation (i.e. VA for Virginia):
In business since (mm/dd/yy):
State(s) of business:

**Special Requirements**

Indicate whether a Purchase Order or Special Billing Requirements are required for use of account (Check one):

- |  |  |
|--|--|
| <input type="checkbox"/> No special requirements | <input type="checkbox"/> Employee ID           |
| <input type="checkbox"/> PO number               | <input type="checkbox"/> Employee name         |
| <input type="checkbox"/> Cost center             | <input type="checkbox"/> General ledger number |

## Open a Charge Account Terms and Conditions

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The undersigned Applicant certifies that this information is complete and accurate and agrees that this information is being furnished to FedEx Office for the purpose of inducing FedEx Office to extend credit to Applicant. Applicant agrees to promptly notify, in writing, FedEx Office Customer Administrative Services of any additions or terminations of authorized purchaser status.

Applicant authorizes FedEx Office to use the information provided herein to conduct a credit check(s) and Applicant further agrees to be bound by FedEx Office terms of credit. Applicant further authorizes FedEx Office to use any reasonable tools necessary to determine Applicant's credit worthiness.

Applicant hereby gives consent and authorizes the named person(s) to be issued the FedEx Office Commercial Charge Card, and understands that Applicant's firm is liable for payment of all charges incurred by the authorized purchaser(s).

Applicant understands and agrees to be bound by the terms and conditions below, incorporated herein by reference and continued in this Application and all invoices and/or other terms and conditions in other documents furnished by FedEx Office from time to time, all of which are incorporated herein by reference, and to advise ownership, address or telephone. Applicant understands that FedEx Office will retain this Application whether or not it is approved. Applicant hereby authorizes FedEx Office to check Applicant's credit history and trade and bank references for credit information, to confirm the information contained on this Application, including, but not limited to, sending a copy hereof to the trade and bank references, and to release information to other creditors regarding Applicant's credit experience with FedEx Office. APPLICANT UNDERSTANDS THAT THE TERMS AND CONDITIONS CONTAINED HEREIN ARE MATERIAL HERETO AND SPECIFICALLY MADE A PART THEREOF.

Signatory must be the proprietor, a general partner or an officer of the company with authority to enter into contractual agreements. APPLICANT AGREES TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH BELOW. Applicant hereby authorizes the bank reference listed to accept copies of this application to release all requested credit or financial information on Applicant's accounts.

Company ("Applicant"): \_\_\_\_\_ Print name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tax Exempt Status (Optional)

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Complete this section only if this new account will be tax exempt.

State Law requires any organization entitled to a Sales or Use Tax exemption to provide a valid exemption/resale certificate to its vendors. Exemption from Federal or State income tax does not necessarily authorize exemption from sales tax. Please provide the appropriate forms(s) for all states and tax jurisdictions applicable to your organization and complete the following:

Name on certificate: \_\_\_\_\_  
Number on certificate (if applicable): \_\_\_\_\_ State(s) of exemption (ex. OH for Ohio): \_\_\_\_\_  All states

I/we certify that if any tax-free purchases are used by our firm in such a way as to subject them to Sales or Use Tax, I/we inform FedEx Office so the proper tax can be assessed, or our firm will pay the tax due directly to the proper taxing authority as state law provides. This certification applies each time a purchase is made on our account.

Initials:

## Account Card

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Please indicate if you would like a card with your account.

Yes (Recommended for self service users.)  No

## Questionnaire

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Please answer the following questions to help us understand your needs.

1. How much do you spend per month on retail office supplies and business services such as copying, printing, binding/lamination and signs/banners? \$ \_\_\_\_\_  
Percent spent with FedEx Office? % \_\_\_\_\_
2. How many express (overnight or 2 day delivery) packages do you ship per month? # \_\_\_\_\_  
Percent spent with FedEx Office? % \_\_\_\_\_
3. How many ground (typically 2 to 5 day delivery) packages do you ship per month? # \_\_\_\_\_  
Percent spent with FedEx Office? % \_\_\_\_\_
4. How many international packages do you ship per month? # \_\_\_\_\_  
Percent spent with FedEx Office? % \_\_\_\_\_

## Terms and Conditions

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Please review the following terms and conditions before submitting your account set-up information. In order to submit your request, you must accept the following terms and conditions.

### Application Submitter

First name:	Last name:	
Title:	E-mail:	Phone:

In consideration of the extension of credit by FedEx Office to Applicant and by signing the Application, Applicant agrees to the following terms and conditions, which terms and conditions are a part of this Application:

1. Upon approval of this Application, an account will be opened and the requested number of FedEx Office Cards will be issued to Applicant's authorized purchaser(s). FedEx Office shall have the right to increase, decrease, or terminate Applicant's privileges under the Cards under this Application at any time without prior notice to Applicant, except as otherwise provided by law.
2. Applicant agrees that each use of the Card(s) to charge purchases shall be for business purposes of Applicant and that none of the Cards will be used to make purchases for personal, family or household purposes. Card cannot be used to purchase shipping services.
3. All purchases by Applicant of goods and/or services from FedEx Office will be made in accordance with the terms and conditions of this Application and any invoices and/or terms and conditions in other documents provided by FedEx Office evidencing Applicant's obligations to FedEx Office, all of which are incorporated herein by this reference. Applicant agrees and understands that (i) these terms and conditions shall govern the transactions between Applicant and FedEx Office, (ii) FedEx Office, at its sole discretion, may change the terms and conditions of this Application, and (iii) any additional terms and conditions supplied by FedEx Office shall govern. Applicant shall indicate acceptance of any additional terms by continued use of the Card.
4. Applicant agrees to pay for all purchases charged to the account. The point-of-sale receipt shall constitute the official bill of sale. FedEx Office will send Applicant a period statement reflecting the record of sales each month. Payment is due 30 days from date of the monthly statement, and Applicant agrees to pay the amount reflected on the monthly statement within such 30-day period. Accounts with unpaid amounts over 30 days from the monthly statement date shall be considered delinquent, and as to any delinquent account, Applicant agrees to pay a late charge equal to the greater of, (i) \$25.00 (subject to change) or (ii) 15% per annum of such late payment computed based on the number of days elapsed, on any payment not received within such 30-day period. Applicant acknowledges that this late charge is an estimation of the cost to FedEx Office for such late payment and is not a penalty. In no event shall the late charge described above exceed the amount permitted under applicable law.
5. Accounts with unpaid amounts over 60 days from the statement date shall be subject to a credit hold and/or be closed at FedEx Office option. In addition to the late charge, Applicant agrees to pay all out-of-pocket costs of collection incurred by FedEx Office (including attorneys' fees and other expenses) in any legal process FedEx Office commences to collect the fees should Applicant fail to make timely payments or if Applicant breaches any of Applicant's other obligations to FedEx Office. In addition, FedEx Office reserves the right to assess a fee for returned checks to cover administrative costs and bank charges.
6. Applicant agrees to make best efforts to protect the security of each Card issued and Applicant further agrees to immediately notify FedEx Office of any lost or stolen cards. Applicant may be liable for the unauthorized use of the Card. Applicant will not be liable for unauthorized use that occurs after Applicant notifies FedEx Office at PO Box 262682, Plano, TX 75026-2682, phone number 800.488.3705, orally or in writing, of the loss, theft, or possible unauthorized use. Applicant agrees that any employee of Applicant who presents a Card, or makes a purchase on Applicant's firm's account at the point of sale, shall have implicit authority to do so, and Applicant will be liable for all charges thereto.
7. Applicant may cancel the commercial account upon 30 days' written notice to FedEx Office Customer Administrative Services, PO Box 262682, Plano, TX 75026-2682. Applicant shall be responsible for any outstanding balances and any new charges incurred up to and including the effective date of cancellation.
8. The foregoing agreement and FedEx Office payment arrangements with Applicant shall be governed by the internal laws of the State of Delaware (as opposed to its conflict of law principles).

The undersigned Applicant certifies that this information is complete and accurate and agrees that this information is being furnished to FedEx Office to extend credit to Applicant. Applicant agrees to promptly notify, in writing, FedEx Office Customer Administrative Services of any additions or terminations of authorized purchaser status.

Applicant authorizes FedEx Office to use the information provided herein to conduct a credit check(s) and Applicant further agrees to be bound by FedEx Office term of credit. Applicant further authorizes FedEx Office to use any reasonable tools necessary to determine Applicant's credit worthiness.

Applicant hereby gives consent and authorized the named person(s) to be issued the FedEx Office Card, and understands that Applicant's firm is liable for payment of all charges incurred by the authorized purchaser(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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