**CLIENT ON-BOARDING**New Client Registration Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Opportunity** | Promotional Production Services | **Date** | February 28, 2019 |
| **Sales Person** | Chris Eichelsdoerfer | **Industry** | Promotional / Patches |
| **Customer ID** |  |  |  |

**Basic Account Details**

|  |  |  |
| --- | --- | --- |
| **Client Information** | | |
| **Company Name** |  |
| **Contact Name** |  |
| **Contact Phone Number** |  |
| **Contact Email Address** |  |
| **Company Address** |  |
| **Company Website** |  |

|  |  |  |
| --- | --- | --- |
| **Invoicing** | | |
| **Invoicing Cycle** | All billing is monthly. Invoices are sent out at the begining of the next month for the previous month and are **due upon receipt.** YOU HAVE CREDIT WITH US ! |
| **Payment Option** | Payments can be made with any major credit card. |
| **Billing Contact person** |  |
| **Email to send invoices** |  |
| **Billing Address** |  |
| **Billing Phone Number** |  |
| **Billing Note:** | A billing link is sent out **once a month** via a secure **Paypal** link to the billing email. Billing details are accessible via a secure **Dropbox** link sent along with the invoice and can be downloaded as an excel file. Each completed order we send you will contain a billing imprint that will show the price for that item so that you know what to bill your own clients. |

|  |  |  |
| --- | --- | --- |
| **Payment Guarantee** | | |
| **Payment Due** | **Full Payment** is due upon receipt of the invoice, but no later than the 20th of the month in which the payment is due**. If payment is not received by the 20th of the month, you authorize Concedge USA to charge the full amount of the payment against the Credit Card on File.** |
|  |  |
| **Type of Credit Card** | Visa  Master Card  American Expess  Discover |
| **Credit Card Number** |  |
| **Expiration Date** |  |
| **CCV Code** |  |

|  |  |  |
| --- | --- | --- |
| **Opportunity** | | |
| **Services to be provided** | Artwork  Embroidery Digitizing  Data Entry |
| **# of orders per month (**Client Estimate**)** |  |
| |  |  | | --- | --- | | **How Did you find out about ConcedgeUSA?** |  | |  |
| **Agreed upon pricing** | **Artwort:** See pricing guide  **Digitizing:** See pricing guide |
| **Turnaround Time** | 24 hrs (Avg) |

**APPROVALS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sales Rep** **:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chris Eichelsdoerfer**  President of Sales

By signing above, client agrees that Concedge USA will supply creative services to client and that client will pay all charges in full upon receipt of the invoice but no later than the 20th of the month in which the invoice was issued. If payment is not made by the 20th of the month, client authorizes Concedge USA to charge the full amount against the payment guarantee on file.

****

419 Main Street, #420, Huntington Beach, CA 92648  
Telephone: 714-458-6705

**Send all your orders to:**

Email: [orders@concedgeusa.com](mailto:orders@concedgeusa.com)

Online Submission: [www.concedgeUSA.com](http://www.concedgeusa.com/contact.html)