

## ATLAS COURIER LTD. AUTO-PAY ACCOUNT APPLICATION

To sign up for an Atlas Courier Account please complete all the \* required fields.

Please complete the following Company information for your orders:

Company Name: \* \_\_\_\_\_  
Address: \* \_\_\_\_\_  
Room / Floor #: \_\_\_\_\_  
City: \* \_\_\_\_\_  
Province: \* \_\_\_\_\_  
Postal Code: \* \_\_\_\_\_  
Phone Number: \* \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Contact Name: \* \_\_\_\_\_  
Email address: \_\_\_\_\_

If your billing information is different from above please complete the required fields.

Please check if the billing information is the same as above.

Accounts Payable Contact: \* \_\_\_\_\_  
Accounts Payable email: \* \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Type of Business: \* \_\_\_\_\_  
Days and Hours of Operation: \* \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Room / Floor #: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

Please select the invoicing and technology options that apply.

- References on Invoices
- Invoices emailed to above AP email or \_\_\_\_\_
- Atlas FasTRAC online order entry, tracking and reporting
- To view Invoices online

### Credit Card Authorization

A credit card number is required for credit to be established. Invoices are generated on a weekly, semi-monthly or monthly basis with credit card processing at time of invoicing. Please select how often you would like your invoice emailed:

Weekly    Semi-monthly    Monthly

If your monthly billing requirement is less than \$100 per month then payment for your orders will be processed at time of completion and an invoice will be emailed at the end of each month.

#### **Credit Card:**

Name of Card Holder: \_\_\_\_\_

Card Type:   Visa      MasterCard

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

Expiration Date :(MM/YY) : \_\_\_\_\_

I, as an authorized agent for the applicant, understand that the information provided is with the understanding that it will be held in the strictest confidence and will be used by Atlas Courier Ltd. to facilitate the opening of a charge account for the above named entity. I understand that all services performed by Atlas Courier result in charges that are due upon completion and if not paid sooner and by other means, Atlas Courier is authorized to collect payment for the services by automatically charging the credit card provided immediately at time of invoicing.

I agree to these terms of service   \_\_\_\_\_ Enter Initials