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6912 Main Street
Suite 212
Downers Grove, IL 60516

website: www.offsiteIT.com
billing@offsiteIT.com

COD BILLING APPLICATION

COMPANY INFORMATION (Complete legal name of entity. If corporation, use EXACT registered corporate name.)

Company		DBA	
Billing Address		City	State
			Zip
Telephone No.	Contact Person	Title	
Fax No.	Email Address for Billing/Invoice Recipient (OffSite IT emails all invoices)		
Nature of Business	Business Type: Proprietorship Corp. Partnership Non-Profit Corp. Registered in the State of _____	No. Yrs in Business	
Date of Incorporation	City/State of Incorporation	Federal Tax Identification No.	

These Spaces Intentionally Left Blank.

TRADE REFERENCES – TWO YEAR HISTORY

Name of Supplier	City/State	Telephone No.	Contact Person
Name of Supplier	City/State	Telephone No.	Contact Person
Name of Supplier	City/State	Telephone No.	Contact Person

By affixing their signature below, the undersigned agrees:

- 1) The foregoing information is accurate.
- 2) To pay when due all invoices from OffSite IT, and unless specified:
 - a. All equipment, service and labor is C.O.D.
 - b. A charge of \$25.00 will be assessed on any checks returned from the bank.
- 3) To pay all delinquent invoices at the maximum interest rate allowable by law.
- 4) To pay all attorney, court and collection agency fees in the event of non-payment. Should the firm be a corporation, the undersigned agree that by execution hereof, he, she or they are personally liable, jointly and severally, with the firm as guarantee for the payment of all indebtedness or liabilities incurred pursuant to this agreement. Demand for payment & notice of indebtedness and default are expressly waived.
- 5) OffSite IT may check all trade and bank references listed on this application. Customer requesting credit hereby authorizes release of any information to OffSite IT for determining credit eligibility.
- 6) NON-SOLICITATION AND NON-EMPLOYMENT OF EMPLOYEES: Without the prior written consent of OffSite IT, Customer shall not employ, attempt to employ or solicit for employment, directly or indirectly, any employee of OffSite IT that provides services to Customer. This prohibition shall remain in effect as to each such employee for a period of one year after the date on which such employee last rendered services. Should Customer violate this provision, Customer shall pay to OffSite IT, as liquidated damages, an amount equal to eighteen months' earnings paid by OffSite IT to such employee, including but not limited to salary, bonus and commissions, plus any costs or expenses (including reasonable attorneys' fees) incurred by OffSite IT in enforcing this provision.

Authorized Signature

Printed Name

Title

Date