



**Opus Art Supplies**  
 Mail Order & Account Services  
 3445 Cornett Road  
 Vancouver BC V5M 2H3  
 Phone: 1-800-663-6953 ext. 1  
 www.opusartsupplies.com

# CREDIT APPLICATION

For Government Funded Schools / Accredited Institutions / Government Agencies

**Please fax completed form and letter to 604-435-9941  
 or email to sales@opusartsupplies.com**

## GOVERNMENT FUNDED SCHOOLS AND ACCREDITED INSTITUTIONS

To apply for an Opus Credit Account within a school district, **we require a letter requesting an account be opened in your school's name.** This must be on school letterhead, signed by the institution's Principal or Purchasing Agent, and faxed along with your Credit Application form.

### APPLICANT INFORMATION

School Name \_\_\_\_\_ School District # \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Principal's Name \_\_\_\_\_

1. Authorized Account User \_\_\_\_\_ Department \_\_\_\_\_ PO Required?  Yes  No

2. Authorized Account User \_\_\_\_\_ Department \_\_\_\_\_ PO Required?  Yes  No

Please list any additional Authorized Account Users on a separate sheet and submit with your Credit Application.

## GOVERNMENT AGENCIES

To apply for an Opus Credit Account within a government agency, **we require a letter requesting an account be opened in your department's name.** This must be on department letterhead, signed by the agency's Purchasing Agent and faxed along with your Credit Application form.

### APPLICANT INFORMATION

Department Name \_\_\_\_\_ Ministry Name \_\_\_\_\_

Department Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Authorized Account User \_\_\_\_\_ Dept. \_\_\_\_\_ PO Req.? \_\_\_\_\_

Authorized Account User \_\_\_\_\_ Dept. \_\_\_\_\_ PO Req.? \_\_\_\_\_

Please list any additional Authorized Account Users on a separate sheet and submit with your Credit Application.

GST/HST# \_\_\_\_\_

**I agree to the terms of sale which are: Net 30 days from the date of the invoice and 2% per month service charge thereafter on overdue balance. A \$25 charge will be added to all NSF payments.**

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

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

<b>OFFICE USE ONLY</b>			
<input type="checkbox"/> Accepted	Date _____	By _____	Applicant Notified?
Customer # _____	Credit Limit _____	Acct. Type _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Denied	Reason _____		By _____



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# OPENING A CREDIT ACCOUNT

For Government Funded Schools & Accredited Institutions

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## ATTENTION ART EDUCATORS!

For more than 35 years, Opus Art Supplies has been an avid supporter of the visual arts. We recognize Art Educators have distinct needs, that you are often purchasing within a specified budget for a large number of individuals to cover a range of activities, and can be faced with deadlines beyond your control. Let Opus help by setting up an Opus Credit Account for your school! Benefits include:

- ✦ We offer **art education pricing** to government funded schools and accredited institutions with active art education programs. This discount is generally between 5-20% below our regular retail pricing.
- ✦ We have a **Bulk Buy Program** on certain products specifically designed to meet your budget needs.
- ✦ We charge **actual freight** for your purchases and any items which are sent that were on backorder. We also offer a prepaid pick-up service - pick up your order at any of our seven locations to save on shipping!
- ✦ **Shop online!** 24/7 access to product information, pictures, full colours lists, and current pricing.
  - Easily set up your orders to be emailed for purchasing approval
  - View your complete account history
  - Search your past invoice history by item or by date
  - Set up multiple users on your school account
  - Set up multiple ship-to locations to choose from for your orders
  - Create saved shopping lists for your most frequently purchased products
  - Use this same login information to post your classes online for prospective students (if you also teach privately)

## HOW TO APPLY

Complete our Credit Application and submit it with a letter from your institution's Principal or Purchasing Agent.

**Fax completed form and letter to 604-435-9941 or email to [sales@opusartsupplies.com](mailto:sales@opusartsupplies.com)**

If you have questions, please contact Opus'  
Mail Order & Account Services Department.

**Toll-Free: 1-800-663-6953 ext. 1**

**Lower Mainland: 604-435-9991**

**Email: [sales@opusartsupplies.com](mailto:sales@opusartsupplies.com)**

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**Vancouver • Victoria • Kelowna • Langley • North Vancouver**