

Welcome to Enterprise Paper, your trusted Partner and Wholesale Distributor for Paper, Packaging and Cleaning Supplies!

At Enterprise Paper, our mission is to provide quality products at competitive prices while delivering exceptional service through our diverse, talented, and dedicated team. We are committed to long-term success by building lasting relationships and continuously adapting to meet the evolving needs of our customers across various markets.

We invite you to visit www.enterprisepaper.com to learn more about our company and what we offer, and to browse our full product catalogue at catalog.enterprisepaper.com. Our friendly and knowledgeable account executives and customer service team are always happy to help you find the right solutions for your business and provide a personalized quote.

Enclosed you will find the following documents:

- Account Application
- Out of Town Delivery List
- Goods for Return Policy
- Tax Form (if applicable)

Easy Ways to Order:

- Email us directly at salescoq@enterprisepaper.com
- Call our friendly customer service team at [604.517.2356](tel:604.517.2356) or fax us at [604.522.6297](tel:604.522.6297)
- Ordering online: **web ordering requires a quick setup with our team before use.**

Let us know your preferred ordering method when you submit your account application.

***** Please note, we are unable to accommodate walk-in orders *****

Delivery & Pick-Up:

- Local Delivery: Free delivery is available on orders of \$400.00 or more (before tax). Orders must be submitted by 3:30 pm, the business day prior to your scheduled delivery date. Please refer to the attached Out of Town Minimums List for details.
- Pick-Up Orders: A \$100.00 minimum order applies (before tax). Once your order is placed, we will contact you when it is ready for pick-up. Orders may be picked up between 8:00 am and 4:00 pm.

Our office hours are Monday to Friday, 8:00 am to 4:30 pm, excluding Statutory Holidays.

Thank you for choosing Enterprise Paper. We look forward to working with you!

The Enterprise Paper Team

Enterprise Paper Out of Town Minimums for Free Delivery

AREA	MINIMUM
100 MILE HOUSE	\$1,500
BIG WHITE	\$1,200
BOWEN ISLAND	\$800
CLEARWATER	\$1,500
CRESTON	\$1,500
HOPE	\$750
KAMLOOPS	\$800
WEST KOOTENAY	\$2,000
LINDELL BEACH	\$800
MERRITT	\$1,000
NELSON	\$2,000
OKANAGAN	\$800
PEMBERTON	\$800
PRINCE GEORGE	\$2,000
POWELL RIVER	\$1,000
QUESNEL	\$2,000
ROCK CREEK	\$1,500
SUNSHINE COAST	\$800
SECHELT/GIBSONS	\$800
SQUAMISH	\$800
SUN PEAKS	\$1,500
VANCOUVER ISLAND	\$800
WHISTLER	\$800
WILLIAMS LAKE	\$1,500

Enterprise Paper Delivery Schedule

(Please note these days may change due to stat-holidays)

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Abbotsford	☑		☑		☑
Agassiz			☑		☑
Aldergrove	☑	☑	☑		☑
Annacis Island	☑	☑		☑	
Burnaby	☑	☑	☑	☑	☑
Burnaby (SFU)		☑			☑
Chilliwack	☑		☑		☑
Coquitlam North	☑	☑	☑	☑	☑
Coquitlam South	☑	☑	☑	☑	☑
Deroche & Dewdney			☑		
Harrison			☑		☑
Ladner	☑			☑	
Langley	☑	☑	☑		☑
Langley (South of 40th Ave)	☑	☑	☑		☑
Maple Ridge	☑			☑	
Mission	☑		☑		
New Westminster	☑	☑	☑	☑	☑
North Delta	☑	☑	☑	☑	☑
North Vancouver	☑		☑		☑
Pitt Meadows	☑			☑	
Port Coquitlam	☑	☑	☑	☑	
Port Kells	☑	☑	☑		☑
Port Moody	☑	☑	☑	☑	☑
Richmond	☑	☑	☑	☑	☑
Surrey	☑	☑	☑	☑	☑
Surrey (South of Colebrook)		☑		☑	
Tilbury	☑	☑		☑	
Tsawwassen	☑			☑	
Vancouver (Chinatown)	☑	☑	☑	☑	☑
Vancouver (Downtown)	☑	☑	☑	☑	☑
Vancouver (East)	☑	☑	☑	☑	☑
Vancouver (UBC)				☑	
Vancouver (West Side)	☑	☑	☑	☑	☑
West Vancouver	☑		☑		☑
White Rock		☑		☑	

Goods Return Policy

All returns are subject to inspection and final approval.

General Return Requirements

- Goods must be returned in *original packaging* and in resale condition.
- *Special-order* and *non-stock items* are not returnable, unless the return is due to an error made by our company.
- *Discontinued* and *clearance items* are not returnable.

Defective Items

- Defective products must be returned **within forty-five (45) days** of purchase.
- Items must be in *original packaging* for tracking purposes.
- Items older than **five (5) months** from the date of purchase are not eligible for return.
- Chemicals older than **four (4) months** from the date of purchase are not eligible for return.

Driver Responsibilities

- Drivers will have the authority to write a pick-up order at the customer's location.
- Drivers must confirm the product was purchased from our company, within our return timeframe and is in its original packaging.
- All Drivers will carry a three-part sequentially numbered returns book:
 - One copy provided to the customer
 - One copy attached to the returned goods
- The number on the returns form will then be entered on the customer's credit invoice.

Restocking Charges

Jobber Accounts

- Products may be returned within **thirty (30) days** of purchase.
- Returns made after **30 days** will incur a **20% restocking fee**.
- Restocking fees will be deducted from the original selling price and reflected on the credit memo.

End Users

- Products may be returned within **ninety (90) days** of purchase.
- Returns made after **90 days** will incur a **20% restocking fee**.
- Restocking fees will be deducted from the original selling price and reflected on the credit memo.

Updated: 01.28.26

ACCOUNT APPLICATION

BC OFFICE USE ONLY		
Terms	Acct #	
Auth by	Rep	Date

Fax back to: **604-522-6297 | 877-707-6297**

or Email: accounts@enterprisepaper.com

Full Legal Company Name

Legal Entity: Corporation Sole Proprietorship Partnership Government Other:

BILL TO:	Trade Name (dba)	
	Address	Phone
	City / Province	Postal Code
		Fax

SHIP TO:	Name (if different than Trade Name)	
	Address	Phone
	City / Province	Postal Code
		Fax

Name & Address of Parent Company: Business Established Since:

Nature of Business: PST# or Attach Cert. of Exemption CURRENT Ownership Since:

PREMISES: Owned Rented Leased GST# Estimated Credit Requested:
 Other:

WEBSITE: Number of Employees: PO# Required?: Yes No

Send INVOICES: with DELIVERY by MAIL by EMAIL:

Send STATEMENTS: not required by MAIL by EMAIL:

PRINCIPALS

Full Name	Phone
Address / City / Province	Fax
Full Name	Phone
Address / City / Province	Fax

COMPANY OFFICERS

President	Email	Phone	Extension
Controller	Email	Phone	Extension
Purchaser	Email	Phone	Extension
A/P Contact		Phone	Extension
A/P Contact Email Address:		A/P Fax	

BC20130605

Please SIGN NEXT PAGE >>>

BANK REFERENCE

Name	Account#	Phone
Address / City / Province	Contact	Fax

TRADE REFERENCES

Name	Address / City / Province	Phone	Fax

The above information is complete and true to the best of my knowledge. Should Enterprise Paper Co. Ltd. grant us credit terms, we agree to abide by their terms of net 30 days from the date of their invoices. In the event that Credit is extended, we understand that interest charges of 2% per month calculated and compounded monthly (26.82% per annum) may be applied to overdue balances. We agree that all related charges will be our responsibility including collection services and the cost of hiring a lawyer.

I hereby authorize Enterprise Paper Co. Ltd. to obtain such credit reports or other information as may be deemed necessary in connection with the establishment and maintenance of a credit account. This is given pursuant to the *Credit Reporting Act, RSBC 1996 c.81*.

Authorized Signature: _____

Date: _____

Title / Position: _____

Name: _____

(Please print)

PERSONAL GUARANTEE

I, _____ personally guarantee to pay any amount owing to Enterprise Paper Co. Ltd. under the company name: _____ within 30 days of purchase.
(Your Company's Full Legal Name)

Signature: _____ Dated this _____ day of _____, 20_____

PRE-AUTHORIZED PAYMENTS by Credit Card * (optional)

Date: _____

* Account must be pre-approved for payment by credit card. Charges to credit card are processed daily upon invoicing.

I, _____ the CARDHOLDER, authorizes Enterprise Paper Co. Ltd. to charge all future invoices sold to the customer account as specified on page one to the credit card number provided below:

Visa# / Mastercard#
Expiry Date (mm/yy)
Cardholder's Signature

Cardholder's Contact Info Cell: _____ Phone: _____ Fax: _____

 Please send my invoices: with DELIVERY by MAIL by EMAIL: _____

Please ensure the first section is completed on page one. Thank you!

BC20130605

ENTERPRISE PAPER Locations

- | | | |
|--|-------------------------------|-------------------------------|
| • Coquitlam 95 Brigantine Drive BC V3K 6Y9 | T 604-522-6295 888-522-6295 | F 604-522-6297 877-707-6297 |
| • Parksville 1255 Taylor Road BC V9P 2B9 | T 250-248-3003 888-751-2210 | F 250-248-3054 |
| • Calgary 1727 - 120th Avenue NE AB T3K 0S5 | T 403-207-6868 888-762-6868 | F 403-207-6848 866-862-6848 |
| • Edmonton 18719 - 111th Avenue NW AB T5S 2X4 | T 780-488-0002 800-425-3830 | F 780-481-4632 |



CERTIFICATE OF EXEMPTION GENERAL

under the Provincial Sales Tax Act

Responsibilities for Sellers/Lessors and Purchasers:

Sellers and Lessors – this certificate allows you to collect the information and declaration required under the Provincial Sales Tax Act in order to provide a provincial sales tax (PST) exemption to your customer.

If you do not receive a completed and signed certificate or the required information and declaration before the sale or lease, you must charge and collect PST. Failure to do so may result in an assessment, penalty and interest.

Purchasers – you are responsible for ensuring that you meet all the requirements for the exemption under the Provincial Sales Tax Act. If you complete the certificate but do not qualify for the exemption, you are responsible for paying the PST.

General Instructions:

- Use this certificate only for reasons listed in Part B and if you do **not** have a PST number.
- See [Page 2](#) for additional instructions.

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information on this form is collected for the purpose of administering the Provincial Sales Tax Act under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Director, Policy, Rulings and Services, PO Box 9442 Stn Prov Govt, Victoria BC V8W 9V4 (telephone: toll free at 1-877-388-4440).

PART A – PURCHASER / LESSEE

NAME OF PURCHASER OR LESSEE (corporation, association, all partners or proprietor)

TELEPHONE NUMBER

MAILING ADDRESS (include street or PO box, city, province and postal code)

PART B – PURCHASE OR LEASE INFORMATION

Description of tangible personal property (goods), accommodation, software, telecommunication services or related services acquired exempt (if you require more space, attach an additional document):

Reason for exempt purchase or lease:

I am purchasing or leasing the tangible personal property or purchasing the accommodation, software, telecommunication services or related services for the following purpose (check (✓) one):

- Solely for resale
- To become part of tangible personal property or software for resale purposes
- It is a prototype or copy of a prototype or will become part of a prototype or copy of a prototype (a prototype means the first full-scale functional form of a new type or a new construction of tangible personal property)
- To lease to other persons
- To be used in the course of providing a related service to tangible personal property (item must remain part of the tangible personal property after the related service has been provided)
- To become part of a penstock system for a hydroelectric power plant (for qualifications, see [Bulletin PST 211](#), Exemptions for Hydroelectric Power Generation)
- As specified work-related safety equipment and/or protective clothing designed to be worn by, or attached to, a worker (for qualifications, see [Bulletin PST 100](#), Safety Equipment and Protective Clothing)
- I am purchasing a related service for tangible personal property that is stored or kept solely for the purpose of resale
- I am a purchaser whose primary business is selling or providing telecommunication services and I am purchasing telecommunication services, 90% or more of which will be sold to other persons

PART C – CERTIFICATION

I declare that if the exempt goods, software or services are used for any purpose other than the reason identified above, I will remit the tax due under the Provincial Sales Tax Act.

I certify that the information I have provided is true and complete. I acknowledge that providing false or incomplete information may result in penalties, fines and/or imprisonment.

FULL LEGAL NAME

SIGNATURE

DATE SIGNED
YYYY / MM / DD

X

CERTIFICATE OF EXEMPTION – GENERAL

For more information on this certificate or other certificates of exemption, see our website at gov.bc.ca/pst or call us toll free at 1-877-388-4440.

INSTRUCTIONS:

This certificate may only be used by a person who does not have a PST number under the Provincial Sales Tax Act. If you have a PST number, you may not use this certificate and must provide your PST number to the seller to make the exempt purchases or leases.

If you are a small seller, you cannot use this certificate to purchase your resale inventory exempt from PST. For more information, see [Bulletin PST 003](#), Small Sellers.

This completed certificate must be kept by the seller to show why they did not collect PST.

Additional sales or leases of tangible personal property and additional sales of accommodation, software, telecommunication services and related services as listed on this certificate that are acquired by the same purchaser or lessee may be made without collecting tax based on this certificate, providing all the information on this certificate remains correct. If the information is no longer valid, the purchaser or lessee must complete a new certificate or pay PST on any future sales or leases. If the purchaser or lessor receives a PST number, they can no longer use this certificate and they must use their PST number.