

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 edmonton.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

Easy Ways to Order:

- Email us directly at edmonton@enterprisepaper.com
- Call our friendly customer service team at [780.488.0002](tel:780.488.0002) or fax us at [780.481.4632](tel:780.481.4632)
- 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 1:00 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
ATHABASCA	\$750
BARRHEAD	\$750
BONNYVILLE	\$750
CALMAR	\$750
CAMROSE	\$750
COLD LAKE	\$750
DRAYTON VALLEY	\$750
EDSON	\$1,000
FORESTBURG	\$1,000
FORT MCMURRAY	\$1,200
GRANDE CACHE	\$1,500
GRANDE PRAIRIE	\$1,000
HINTON	\$1,000
INNISFAIL	\$1,000
JASPER	\$1,000
LAC LA BICHE	\$1,000
LACOMBE	\$750
LLOYDMINSTER	\$750
MANITOBA	\$1,200
MILLET	\$750
MORINVILLE	\$750
ONOWAY	\$1,000
ONTARIO	\$1,500
PEACE RIVER	\$1,000
PONOKA	\$750
PROVOST	\$750
RED DEER	\$1,000
ROCKY MOUNTAIN HOUSE	\$750
SASKATCHEWAN	\$1,450
ST PAUL	\$750
SUNNYBROOK	\$1,000
TOFIELD	\$750
VERMILION	\$750
VIKING	\$750
WAINWRIGHT	\$750
WARBURG	\$1,000
WESTEROSE	\$750
WESTLOCK	\$750
WETASKIWIN	\$750
WHITECOURT	\$750

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:
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PREMISES: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Other:	GST#	Estimated Credit Requested:
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WEBSITE:	Number of Employees:	PO# Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No
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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

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|--|-------------------------------|-------------------------------|
| • 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 |