

## **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](http://www.enterprisepaper.com) to learn more about our company and what we offer, and to browse our full product catalogue at [parkville.enterprisepaper.com](http://parkville.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 [salespar@enterprisepaper.com](mailto:salespar@enterprisepaper.com)
- Call our friendly customer service team at [250.248.3003](tel:250.248.3003) or fax us at [250.248.3054](tel:250.248.3054)
- 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). Two hours of preparation is required after placing an order and 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
BLACK CREEK	\$400
BOWSER	\$400
CHEMAINUS	\$400
COWICHAN BAY	\$400
FANNY BAY	\$400
GABRIOLA ISLAND	\$1,000
LANTZVILLE	\$400
POWELL RIVER	\$1,000
QUADRA ISLAND	\$1,000
SALT SPRING ISLAND	\$1,000
TOFINO	\$1,000
UCLUELET	\$1,000

## Collect Area's Only

(We do not offer free delivery to these locations at this time)

AREA	MINIMUM
BAMFIELD	\$400
DENMAN ISLAND	\$400
GOLD RIVER	\$400
HONEYMOON BAY	\$400
HORNBY ISLAND	\$400
LASQUETI ISLAND	\$400
MAYNE ISLAND	\$400
PENDER ISLAND	\$400
PORT HARDY	\$1,000
PORT MCNEILL	\$1,000
SOINTULA	\$400
TAHSIS	\$400
TEXADA ISLAND	\$400
THETIS ISLAND	\$400

## Enterprise Paper Delivery Schedule

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

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Brentwood Bay		☑		☑	
Campbell River			☑		☑
Cedar		☑		☑	
Courtenay			☑		☑
Coombs			☑		☑
Comox			☑		☑
Crofton		☑		☑	
Duncan		☑		☑	
Heriot Bay			☑		☑
Lake Cowichan				☑	
Ladysmith		☑		☑	
Nanaimo			☑		☑
Nanoose Bay			☑		☑
Parksville		☑			☑
Port Alberni			☑		
Qualicum Beach		☑			☑
Saanich		☑		☑	
Sidney		☑		☑	
Sooke				☑	
Victoria - Downtown		☑		☑	
Victoria - Langford		☑		☑	

## 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](mailto:accounts@enterprisepaper.com)

Full Legal Company Name		
Legal Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> 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: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Other:	GST#	Estimated Credit Requested:
WEBSITE:	Number of Employees:	PO# Required? <input type="checkbox"/> Yes <input type="checkbox"/> No

Send INVOICES: <input type="checkbox"/> with DELIVERY <input type="checkbox"/> by MAIL <input type="checkbox"/> by EMAIL:
Send STATEMENTS: <input type="checkbox"/> not required <input type="checkbox"/> by MAIL <input type="checkbox"/> 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	

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**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**

- |  |                               |                               |
|--|-------------------------------|-------------------------------|
| • <b>Coquitlam</b> 95 Brigantine Drive BC V3K 6Y9    | T 604-522-6295   888-522-6295 | F 604-522-6297   877-707-6297 |
| • <b>Parksville</b> 1255 Taylor Road BC V9P 2B9      | T 250-248-3003   888-751-2210 | F 250-248-3054                |
| • <b>Calgary</b> 1727 - 120th Avenue NE AB T3K 0S5   | T 403-207-6868   888-762-6868 | F 403-207-6848   866-862-6848 |
| • <b>Edmonton</b> 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](http://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.