

CASH ACCOUNT APPLICATION AND AGREEMENT

For invoice tracking, authorized purchaser control, and volume-based discount eligibility

Part 1 - Application Information

This Agreement is made as of the _____ day of _____, 202__ between Pemberton Valley Building Centre Ltd. and the Customer named below.

Legal business / customer name	_____
Trade name, if different	_____
Principal / owner name(s)	_____
Business mailing address	_____
City / province / postal code	_____
Primary contact person	_____
Phone	_____
Email for invoices/statements	_____
Type of business	_____
Year established	_____
Do you require a PO for your purchases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary purchase location	<input type="checkbox"/> Hardware Store <input type="checkbox"/> Building Centre <input type="checkbox"/> Both
Interested in linking to ecommerce account later?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not at this time

Part 2 - What This Cash Account Provides

- A cash account is not a credit account and does not allow purchases to be charged for later payment.
- All purchases must be paid at the time of transaction by an accepted payment method unless separate written credit terms are approved by Pemberton Valley Building Centre Ltd.
- The account allows invoices and purchase records to be issued under the Customer account name to help with tracking, job costing, bookkeeping, and year-end records.
- The account may be eligible for a volume-based discount tier if the Customer meets applicable purchase thresholds set by Pemberton Valley Building Centre Ltd.
- Once complete, this account information may be used to help link or support an ecommerce profile; however, this application is not an ecommerce account application.

Part 3 - Authorized Signing Authorities / Authorized Purchasers

Please list the names of the individuals the account holder would like included as authorized purchasers on this cash account. Pemberton Valley Building Centre Ltd. may request identification before processing an account transaction.

#	Authorized name
1	
2	
3	
4	
5	
6	
7	
8	

Account authority changes: Authorized purchasers may only be added or removed by written instruction from the Customer/principal or approved account contact by email to Kim@pembertonvalleyhardware.ca. Verbal requests, text messages, or requests from unauthorized individuals are not acceptable for account authority changes.

Part 4 - Cash Account Terms and Conditions

1. **No credit facility:** This Agreement does not create a credit account, charge account, revolving account, loan, or promise by Pemberton Valley Building Centre Ltd. to extend credit. Purchases must be paid in full at the time of sale.
2. **Invoices and statements:** Invoices will be issued under the Customer account name and may be provided electronically to the email address listed on this application. Statements or invoice summaries may be provided for tracking purposes where available.
3. **Purchase order requirements:** If the Customer indicates that purchase orders are required, the Customer is responsible for providing the required PO number at the time of purchase. Pemberton Valley Building Centre Ltd. will make reasonable efforts to record PO numbers provided, but purchases remain valid and payable at the time of sale.
4. **Responsibility for authorized users:** The Customer is responsible for ensuring each authorized purchaser uses the account only for permitted Customer purchases and complies with these terms. The Customer is responsible for notifying Pemberton Valley Building Centre Ltd. immediately when an authorized purchaser should be removed.
5. **Discount eligibility:** Discounts, if any, are based on the Customer meeting current volume purchase thresholds and account requirements. Discount tiers, eligible product categories, exclusions, review periods, and threshold amounts may be changed by Pemberton Valley Building Centre Ltd. from time to time.
6. **No automatic entitlement to discount:** Opening a cash account does not automatically guarantee a discount. Discounts may be reviewed, adjusted, suspended, or removed if purchasing volume, account activity, product mix, or business circumstances no longer meet the applicable threshold or program requirements.
7. **Payment methods and surcharge:** If the Customer chooses to pay by credit card, a 2% surcharge may apply. There is no surcharge for payment by cash, cheque, e-transfer, debit, or EFT, unless otherwise posted or communicated.
8. **Ecommerce connection:** This cash account may be linked to an ecommerce profile once the required ecommerce setup is complete. Online access, online ordering, payment methods, pickup, delivery, and fraud-prevention rules may be governed by separate ecommerce terms.
9. **Returns and special orders:** Purchases made under this account remain subject to Pemberton Valley Building Centre Ltd. return policies, special order terms, final sale restrictions, manufacturer warranties, and any product-specific conditions communicated at the time of sale.
10. **Account review and cancellation:** Pemberton Valley Building Centre Ltd. may review, suspend, or close a cash account at any time, including where account information is incomplete, authority is unclear, purchasing activity is inactive, account use is improper, or business requirements change.
11. **Customer information:** The Customer agrees to keep contact information, email addresses, authorized purchasers, and business details current. Pemberton Valley Building Centre Ltd. may rely on the most recent written account information provided by the Customer.
12. **Privacy and records:** The Customer consents to Pemberton Valley Building Centre Ltd. collecting and using account information to open and operate the cash account, issue invoices, maintain records, manage discounts, support ecommerce linkage if requested, and communicate regarding account activity.
13. **Governing law:** This Agreement will be interpreted in accordance with the laws of British Columbia and the applicable laws of Canada.

Part 5 - Customer Acknowledgement and Signature

By signing below, the Customer confirms that the information provided is accurate, that this application is for a cash account only, and that the Customer understands purchases must be paid at the time of transaction unless separate written credit terms are approved.

Customer legal name	_____
Authorized principal / signing officer name	_____
Title	_____
Signature	_____
Date	_____
Email	_____

For Office Use Only

Account number	_____
Cash account approved by	_____

Date approved	_____
PO required noted on account	<input type="checkbox"/> Yes <input type="checkbox"/> No
Discount tier attached, if applicable	<input type="checkbox"/> No discount <input type="checkbox"/> Tier: _____
Review period / threshold notes	_____
Ecommerce link requested	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending
Invoice email confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes	_____