



Dear Prospective Client

Thank you for your interest in opening an Account with West Direct Express Courier.

To proceed, we require the attached Credit Application to be completed in full, signed, and returned to [sales@westdirect.ca](mailto:sales@westdirect.ca) and [accounting@westdirect.ca](mailto:accounting@westdirect.ca)

New accounts that do not meet a minimum monthly volume of \$50 to \$100, will be required to complete the Credit Card Authorization form attached for payment on all future invoices.

Our preferred methods of payment are:

1. EFT/ACH Transfer
2. Email-Transfer
3. Visa or Mastercard

Once the signed form is received, please allow 24-48 hours to complete credit reference checks prior to opening the account.

If you have any questions, please do not hesitate to contact us.

Regards,

**West Direct Express Courier**

**403-264-6666**





Business Information			
Legal Name	Payment Method: EFT    E-Transfer    Credit Card    Cheque		
Billing Address:	Hours of Operation		
City:	Postal Code:	Lunch Hours	
Phone:	Fax:	GST Exempt	Yes    No
Email:	API Access Required:		Yes    No
Type of Firm	Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>

Trade Name (if different)			
Service Address (if different)			
City:	Postal Code:		
Phone:	Fax:		
Email:			
Date of Incorporation:			

Contacts			
President			
Office service Admin/ Manager	AP contact		
Phone:	Phone:		
Email:	Invoice Email:		

Brand		
West Direct Express	Rockyview Transport/Canmore Courier	Chariot Express

Trade/Credit References (If no Trade Reference are available, a credit card is required to have on file.)			
Name	Phone	Fax	Email

How did you hear about us?

Terms – Please Note
The liability of the Carrier will be limited to \$2.00 per lb. or \$4.41 per Kg, unless a higher value is declared, for which an insurance fee is paid at the rate set by the carrier on the declared value. The carrier will not be held responsible for consequential loss, or delay of a shipment. The carrier is defined as West Direct Express Courier.
Invoices are due upon receipt. An interest charge of .385% per week (20% per annum) shall be assessed on account balance exceeding 5 weeks. if legal action is taken to effect collection on past due accounts, the purchaser agrees to pay all collection and/or legal fees. Any disputed charges must be advised to our billing department within thirty (30) days of invoice date. Full terms at <a href="http://westdirect.ca/terms">westdirect.ca/terms</a>

I, the undersigned, have agreed to the stated terms

Name (please print)	
Authorized Signature	
Title	
Date	





**Credit Card Authorization Form**

Account Number:

Company Name:

**Option 1: Automatic Charging Authorization**  
I authorize West Direct Express Courier to charge my credit card listed below for purchases I have approved. I understand that my payment information will be securely stored on file and may be used for future transactions related to my account without the need for additional approval.

OR

**Option 2: On-Demand Charging Authorization**  
I authorize West Direct Express Courier to securely keep my credit card information on file, with the understanding that charges will only be made when I explicitly request or approve them.

Credit Card Type:  Visa  MasterCard

Credit Card Number:

Expiry Date:

CVV#:

Name on Card:

Authorized Signature:

Email receipt to:

**\*\*\*All invoices over 45 days in arrears will automatically be charged to credit card\*\*\***

Please fill out and return to [sales@westdirect.ca](mailto:sales@westdirect.ca) and [accounting@westdirect.ca](mailto:accounting@westdirect.ca)

Unit 30, 333 28 Street NE, Calgary AB, T2A 7P4  
403 264 6666  
[csr@westdirect.ca](mailto:csr@westdirect.ca)  
[accounting@westdirect.ca](mailto:accounting@westdirect.ca)  
[www.westdirect.ca](http://www.westdirect.ca)

