



## ZTV Broadcast Services Inc. New Client Credit Terms with COI Instructions

Thank you for your interest in ZTV Broadcast Services Inc. as your rental equipment provider. The accompanying documents listed below are required to create a credit terms account with us.

**1. New Client Application** must be filled in.

- ZTV Broadcast Services requires payment for the first order in advance of shipping.
- Payment methods can be done via wire transfer; credit card or company check is also available.

Credit Card Authorization is required and is kept on file. The cardholder further accepts responsibility for any charges resulting from loss or damage to the equipment.

**2. Credit Terms** – Can be established once adequate references have been provided and the credit inquiries have been returned to our accounting department. If certain credit thresholds are met along with the accounting department's approval, credit terms can be granted beginning with the first order if processed in time of request.

**3. Rental Agreement** – Read & Sign ([Download from ZTV Broadcast Services website](#))

**4. COI - Certificate of Insurance** – ([Download Sample](#))

**Insured** company name needs to be the same as the listed company name used to open the ZTV Broadcast Services account.

- **General liability coverage** should be a minimum of \$1,000,000.00.
- **Rental coverage** should list the type of rental insurance as "Miscellaneous Audio/Video" and must be for the full replacement value of equipment rented, or \$1,000,000 blanket coverage preferred.
- **Description of Operations** should read as follows: "Certificate holder is listed as additional insured and loss payee"
- **Certificate Holder** should be listed as (see below):

**ZTV Broadcast Services Inc.  
288 Judson Street, Unit 4 Etobicoke,  
Ontario, Canada, M8Z 5T6**

Scan and email all the required documents to your ZTV Broadcast Services Inc. Customer Service Representative or a member of our Business Development Team;  
[rentals@ztvbroadcast.com](mailto:rentals@ztvbroadcast.com)

Thank you for your time in advance. We look forward to working with you!  
Should you have any further questions please contact us at (416) 251-3699.



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## 1. New Client Application

### Company Information:

Full Legal Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_

Company Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

**Doing Business As** \_\_\_\_\_

Shipping Address \_\_\_\_\_ City \_\_\_\_\_

Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_

Billing Address (if different) \_\_\_\_\_ City \_\_\_\_\_

Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_

Invoice Email Address \_\_\_\_\_

### Accounting Contact Information:

AP Contact Name \_\_\_\_\_ AP Phone \_\_\_\_\_

AP Email \_\_\_\_\_

### Business Profile:

Structure  Corporation  Partnership  Sole Proprietorship \_\_\_\_\_ Years in Business

Is this business public or privately held?  Public  Private Date/ of Incorporation \_\_\_\_\_

Tax ID # \_\_\_\_\_

Approximate Company Annual Revenue \_\_\_\_\_

Is your company Tax Exempt?  Yes  No Email Exemption Certificate to: info@ztvbroadcast.com

### Officer Names:

1 \_\_\_\_\_ Title \_\_\_\_\_

2 \_\_\_\_\_ Title \_\_\_\_\_

3 \_\_\_\_\_ Title \_\_\_\_\_



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## 2. Request for Credit Terms

Credit Amount Requested \_\_\_\_\_ Purchase Orders Required?  Yes  No  
 Major Credit Card \_\_\_\_\_ Acct# \_\_\_\_\_  
 Cardholder's Name \_\_\_\_\_ Expiration \_\_\_\_\_ CVV \_\_\_\_\_

### Trade and Bank References Trade References (Must be completed for CREDIT TERMS)

1. Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_  
 Company Phone # \_\_\_\_\_ FAX # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_  
 Contact Email Address \_\_\_\_\_

2. Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_  
 Company Phone # \_\_\_\_\_ FAX # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_  
 Contact Email Address \_\_\_\_\_

3. Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_  
 Company Phone # \_\_\_\_\_ FAX # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_  
 Contact Email Address \_\_\_\_\_

### Bank Reference

Bank / Financial Institute Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Province / Postal Code \_\_\_\_\_ / \_\_\_\_\_  
 Checking Acct# \_\_\_\_\_  
 Bank Officer Name \_\_\_\_\_ Phone # \_\_\_\_\_

I/We certify that all information is true and complete. This request is for a ZTV Broadcast Services Inc.. I/We authorize ZTV Broadcast Services Inc. to obtain further information concerning credit and financial condition of the corporation, principal owners, proprietors or partners; and to exchange or provide information with other credit grantors. I/We agree to pay the amount invoiced in full and will provide ZTV Broadcast Services Inc. a separate financial statement upon request. In the event ZTV Broadcast Services Inc. extends credit to the applicant, the applicant agrees that ZTV Broadcast Services Inc. may assess late fees, loss of discount, and interest (1.75% per month 20% annually) on purchaser's outstanding balance. The purchaser further agrees to pay all costs of collection, including all legal fees, in the event applicant's account is turned over to legal counsel. It is agreed that this agreement will be governed under the law of the Province of Ontario. ZTV Broadcast Services Inc. has the option of pursuing actions under this agreement in any court of competent jurisdiction in the Province of Ontario and the customer consents to jurisdiction in the Province of Ontario. It is agreed that ZTV Broadcast Services Inc. shall retain title to any property rented. If my (our) business is a corporation, I/We agree to be personally responsible as guarantor for any purchases made by the corporation.

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

