



Head Office: 845 Harrington Court Unit 100A, Burlington ON, L7N 3P3

# NEW/UPDATE CORPORATE CUSTOMER INFORMATION SHEET

Email completed form to AR@Stitchit.com and CC partnerships@stitchit.com

STITCH IT USE ONLY

<b>Customer #:</b>	
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## MASTER ACCOUNT INFORMATION

Business Name: Ministry of Transportation - Commercial Inspection and Enforcement Branch

Account Manager Name: Nicole Higgins

Telephone #: 519-325-9327

Email: Nicole.Higgins@ontario.ca

Mall (if applicable):

Nature of Business: MTO Officers

In Business since:

City: Windsor

Province/State Ontario

Postal Code/ZIP: N8X 1L9

• For Branch/Location Information please go to page 3

## INVOICING INFORMATION

A/P Billing Contact Name: Nicole Higgins

Mailing Address: 2565 Ouellette Ave Suite 210

City: Windsor

Province/State Ontario

Postal Code/ZIP: N8X 1L9

Telephone #: 519-566-1797

Email: Nicole.Higgins@ontario.ca

Fax#

Alternate contact name:

Telephone #:

Email:

GST #:

PST #:

Indicate preferred invoicing format	MAIL	EMAIL <input checked="" type="checkbox"/>	ARIBA
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## PAYMENT INFORMATION

Indicate preferred payment method	Electronic Funds Transfer (EFT)	Cheque	Preauthorized CC <input checked="" type="checkbox"/>
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**NOTE** If you select to pay by:



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- EFT - a payment notification must be emailed to ar@stitchit.com, which informs us of the total expected payment as well as the breakdown by invoice.
- Pre- authorized CC – an AR representative will contact the customer representative to process the cc over the phone. Upon completion a receipt will be scanned and emailed to the customer.

**TRADE REFERENCES**

**Provide 3 current vendors whom we can contact as references**

<b>1. Name:</b>			
Telephone #:		Email:	
<b>2. Name:</b>			
Telephone #:		Email:	
<b>3. Name:</b>			
Telephone #:		Email:	

**TERMS & CONDITIONS**

- RST (PST) exemption – we require the completion of the “Retail Sales Tax Purchase Exemption Certificate” form provided.
- If you are GST exempt, please provide the tax act under which your organization qualifies for exemption \_\_\_\_\_
- Our prices are subject to change and are reviewed regularly each year.
- Negotiated price contracts and RFPs supersede the aforementioned price review above based on the current contract timelines. Contract renewals will be subject to the most up to date prices.
- This agreement is a blanket form that covers all branches affiliated with the corporate office named above including new branches that may be added after the fact.

**STITCH IT USE ONLY**

**TERMS:** i) COD ii) net 30 days iii) custom:

**PRICE SCHEDULE TYPE**

**PRICE SCHEDULE NAME**

**EFFECTIVE DATE**

**TERM**

Corporate Customer Signature:

Print name/Position: Nicole Higgins Date: September 16th ,2025

Stitch It Rep Signature: \_\_\_\_\_

Print name/Position: \_\_\_\_\_ Date: \_\_\_\_\_

