



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

| | |
|--------------------|--|
| Customer #: | |
|--------------------|--|

MASTER ACCOUNT INFORMATION

Business Name: Corporation of the City of Windsor - By-law Enforcement

Account Manager Name: Rory Sturdy

Telephone #: 519-255-6100 x6117 Email: bylawenforcement@citywindsor.ca

Mall (if applicable):

Nature of Business: Municipal Office In Business since: 1854

City: Windsor Province/State Ontario

Postal Code/ZIP: N9A 6S1

• For Branch/Location Information please go to page 3

INVOICING INFORMATION

A/P Billing Contact Name: Lisa Pirillo

Mailing Address: 106-350 City Hall Square West

City: Windsor Province/State Ontario

Postal Code/ZIP: N9A 6S1

Telephone #: 519-255-6100 x6005 Email: bylawenforcement@citywindsor.ca

Fax# 519-255-6868

Alternate contact name: Jessica Parent

Telephone #: 519-255-6100 x6383 Email: clerksadmin@citywindsor.ca

GST #: 124135294 PST #:

| | | | |
|-------------------------------------|------|---|-------|
| Indicate preferred invoicing format | MAIL | EMAIL <input checked="" type="checkbox"/> | ARIBA |
|-------------------------------------|------|---|-------|

PAYMENT INFORMATION

| | | | |
|-----------------------------------|---|--------|------------------|
| Indicate preferred payment method | Electronic Funds Transfer (EFT) <input checked="" type="checkbox"/> | Cheque | Preauthorized CC |
|-----------------------------------|---|--------|------------------|

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

| | | | |
|--------------|---|--------|---------------------------------|
| 1. Name: | WORK AUTHORITY DIVISION OF KODIAK GROUP | | |
| Telephone #: | 519-972-8376 | Email: | WAKT.REMITS@WWOF.COM |
| 2. Name: | MONARCH OFFICE SUPPLY INC | | |
| Telephone #: | 519-966-2400 | Email: | DIRECTDEPOSIT@MONARCHBASICS.COM |
| 3. Name: | PUROLATOR INC. | | |
| Telephone #: | 519-945-2392 | 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: Rory Sturdy

Print name/Position: Rory Sturdy/Supervisor By-law Enforcement Date: February 10, 2025

Stitch It Rep Signature: _____

Print name/Position: _____ Date: _____

