

CREDIT APPLICATION PLEASE PRINT CLEARLY

BUSINESS / TRADING NAME: _____

REGISTERED NAME: _____

ABN: _____

ACN: _____

STREET ADDRESS: _____

POSTAL ADDRESS: _____

TYPE OF BUSINESS: _____

YEAR ESTABLISHED: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

MOBILE NUMBER: _____

EMAIL: _____

ACCOUNTS CONTACT: _____

PH / EMAIL: _____

STRUCTURE: SOLE TRADER PARTNERSHIP PRIVATE COMPANY PUBLIC COMPANY

DIRECTORS

NAME: _____

PRIVATE ADDRESS: _____

PHONE: _____

NAME: _____

PRIVATE ADDRESS: _____

PHONE: _____

NAME: _____

PRIVATE ADDRESS: _____

PHONE: _____

TRADE REFERENCES (REQUIRED FOR TERMS OVER 7-DAYS)

NAME: _____

ADDRESS: _____

PHONE & FAX: _____

NAME: _____

ADDRESS: _____

PHONE & FAX: _____

NAME: _____

ADDRESS: _____

PHONE & FAX: _____

REQUEST

PAYMENT TERMS REQUESTED: 7-DAYS 14-DAYS (subject to trade refs) CREDIT ALLOWED: \$1,000

PLEASE RETURN TO: **BRYANT'S BOOKKEEPING SERVICES PTY LTD**
PO Box 552, DULWICH HILL NSW 2203
FAX: (02) 9573 1887

Office use only

References: 1 2 3 Security check

Terms approved: _____

Amount approved: _____

TERMS

- 1 Bryant's Bookkeeping Services Pty Ltd will be known as BBS in these Terms and Conditions of Sale.
- 2 Payment terms are strictly 7-days from date of invoice.
- 3 Credit terms may not be exceeded without prior written consent of BBS.
- 4 Good returned and supply disputes or queries must be attended to within 14-days of the invoice date to be eligible for a refund.

CONDITIONS

- 5 The customer hereby acknowledges that should any invoices not be paid on the due date the entire balance outstanding shall immediately become due and payable without notice.
- 6 The customer hereby acknowledges that a late fee of \$25 (ex GST) per month may be charged to the customer's account at the discretion of BBS for each invoice that is overdue.

In the event of BBS requiring outside services to collect an overdue amount all legal fees and debt collection charges shall be borne by the Customer.

- 8 The signatory/ies hereby bind/s him/her/themselves jointly as co-principal debtor/s and guarantees payment of any amount which is due or owing by the Customer to BBS.
- 9 Ownership of the products / services supplied by BBS will not pass to the Customer and will remain with BBS until such time as the accounts have been paid in full.
- 10 BBS shall not be responsible for any loss or damage howsoever caused to the property or person of the Customer or to any third party, and the Customer indemnifies BBS against any claims made against it by any third party.
- 11 BBS shall not be responsible for, but not limited to, any fines, penalties, omissions or errors that are a result of incomplete / incorrect information provided to BBS.
- 12 BBS advises the Customer of the Tax Act relating to incorrect returns due to false or misleading statements, and shall not be held responsible for the Customer's knowledge of or action in regard to the ATO's regulations.
- 13 Referrals to other services are given on an 'all-care / no-responsibility' basis and no commissions are received by BBS for referrals.

I / WE CERTIFY THAT:

1. The information contained in this document is true and correct
2. I/We am/are authorized to apply for credit facilities
3. I/We understand and acknowledge the above terms and conditions with BBS

FOR AND ON BEHALF OF (COMPANY/BUSINESS NAME):

FULL NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____

NAME OF WITNESS: _____

SIGNATURE OF WITNESS: _____

ADDRESS OF WITNESS: _____

DATE: _____

FULL NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____

NAME OF WITNESS: _____

SIGNATURE OF WITNESS: _____

ADDRESS OF WITNESS: _____

DATE: _____