

Thank you for taking the time to complete this form.  
Print it out, fill it in and either fax or scan and email back to us



To reward you for your effort we will give you a stylish Keep Cup when you place your first order over \$50 with us.

Keep in mind we offer free delivery and have no hidden fees or charges.



**office choice south melbourne** t (03) 9699 3111  
**500 city road** f (03) 9696 7457  
**south melbourne** e sales@ocsm.com.au



## Application for Credit Account

Application is hereby made by the customer named below to establish a credit account with The Stationery Place Pty Ltd Trading As Office Choice South Melbourne.

ACN/ABN: \_\_\_\_\_

Registered Business Name: \_\_\_\_\_

Trading Name (If different to above): \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Purchasing Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone:( ) \_\_\_\_\_ Fax: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone:( ) \_\_\_\_\_ Fax: \_\_\_\_\_

Trade References:

1. \_\_\_\_\_ Fax No:( ) \_\_\_\_\_ Phone No:( ) \_\_\_\_\_

2. \_\_\_\_\_ Fax No:( ) \_\_\_\_\_ Phone No:( ) \_\_\_\_\_

3. \_\_\_\_\_ Fax No:( ) \_\_\_\_\_ Phone No:( ) \_\_\_\_\_

### Acknowledgement

The applicant and signatories appearing below hereby acknowledge receipt of a copy of this Application and Office Choice South Melbourne's terms and conditions of trading (see back or second page) and agree to be bound by the same. If the application is received in electronic format, it is considered an original document.

Signed for and on behalf of the Applicant \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE / /

Please fax this page of completed form to 03 9696 7457

## PRIVACY STATEMENT

**"All personal information collected in the Credit Application process, including credit reference reports obtained from third parties, is used for the purpose of account establishment, payment and administration. It is not disclosed to any third party, except for agents and advisors used in the debt collection process. Customer information may also be used by Office Choice South Melbourne for account servicing and direct marketing purposes."**

## TERMS AND CONDITIONS OF CREDIT

The Applicant warrants that the information provided is accurate, correct and complete and is supplied for the purpose of obtaining credit.

The person/s signing below warrants that he/she is duly authorised by the Applicant to apply for credit and execute this Application on its behalf.

In the event of Office Choice South Melbourne granting credit facilities to the Applicant then:-

- a) All accounts are to be settled within the agreed trading terms noted in the Payment Terms noted below. Credit facilities may only continue if payment is maintained in accordance with those agreed trading terms.
- b) Any expense and/or costs or disbursements incurred by Office Choice South Melbourne in recovering any outstanding monies including debt collection agency fees and legal costs shall be paid by the Applicant.
- c) It is expressly understood and agreed that this credit arrangement may be terminated at any time by Office Choice South Melbourne. In that event, all monies owing to will be immediately due and payable.

## TERMS & CONDITIONS OF SALE

All goods and services ("Products") supplied by Office Choice South Melbourne ("OCSM") are supplied on these terms and conditions.

1. **Payment Terms:** All credit orders are accepted by OCSM subject to satisfactory credit approval of the Customer, and are governed by OCSM credit terms and conditions in force at the time of order placement. Credit approval once granted may be withdrawn at any time. Where credit approval has not been granted, or is withdrawn, payment for all Products or Services supplied is required on delivery. Where credit has been granted, payment for the Products or Services is to be made on or before 30 days of a monthly statement.
5. **Delivery:** OCSM reserves the right to charge for delivery of the Products at any time, notwithstanding that it may not have previously done so. Administrative fees may also be imposed for orders under \$40.00.
6. **Returns:** Any Products which are damaged or defective, delivered after their "use by" or "best before" date, or which are not otherwise in accordance with the Customer's order, may be returned to OCSM within 14 days of delivery, at no cost to the Customer.

The Customer may otherwise return Products to OCSM and obtain a credit:

- a) except for specially purchased products, products specifically tailored for the Customer's requirements, IT consumables, computer hardware, furniture and canteen products which may not be returned;
- b) provided that it does so within 14 days of delivery and a return authorisation is obtained from OCSM;
- c) provided that the Products are in their original packaging, unopened, of a current make and model, and otherwise as new and in a saleable condition;
- d) at the Customer's own expense, or to the Customer's account; and
- e) on the basis that risk in the Products remains with the Customer until the Products are received by OCSM, and that a restocking or return fee may be charged.

### Office Use Only

Sales Person: DION    Rep: 4(Enio) 3(Ash)    Territory: 19(Enio) 23(Ash)

How did they find us?: \_\_\_\_\_

Additional Notes  
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\_\_\_\_\_