



Email: [service@directofficemachines.com.au](mailto:service@directofficemachines.com.au)  
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### ACCOUNT APPLICATION FORM

REGISTERED BUSINESS NAME: \_\_\_\_\_

TRADING NAME: \_\_\_\_\_ ABN: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE BUSINESS ESTABLISHED: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

FULL NAME & PRIVATE ADDRESSES OF DIRECTOR/OWNER:

\_\_\_\_\_  
\_\_\_\_\_

**TRADE REFERENCES: PLEASE SUPPLY THE DETAILS OF 3 TRADE REFERENCES NOT ASSOCIATED TO YOUR COMPANY**

SUPPLIER: \_\_\_\_\_ PH: \_\_\_\_\_ FX: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ PH: \_\_\_\_\_ FX: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ PH: \_\_\_\_\_ FX: \_\_\_\_\_

The information provided is true and correct to the best of my knowledge and we agree to comply with the approved credit terms and conditions of Direct Office Machines.

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**OFFICE USE ONLY**

RECEIVED ON \_\_\_\_\_

REFERENCES CHECKED \_\_\_\_\_

\_\_\_\_\_

CREDIT APPROVED YES / NO

CREDIT TERMS \_\_\_\_\_ CREDIT LIMIT \_\_\_\_\_

DATE OF APPROVAL \_\_\_\_\_ APPROVED BY \_\_\_\_\_

## TERMS AND CONDITIONS OF SALE

**I/WE HEREBY AGREE TO BE BOUND BY THE FOLLOWING TERMS AND CONDITIONS IN RELATION TO THE APPLICATION FOR CREDIT BY DIRECT OFFICE MACHINES.**

1. Direct Office Machines is not bound to provide any goods or services to the applicant unless it has received, and accepted a written order form signed by the applicant.
2. The cancellation of, or any variation to this agreement shall not be binding upon the parties hereto unless in writing and accepted by Direct Office Machines.
3. **Retention of Title - Direct Office Machines** shall remain the legal and beneficial owner of all goods supplied until such time as Direct Office Machines has received payments in full for these goods, and all other debts owing by the applicant to Direct Office Machines have been paid in full. In addition to any other rights of Direct Office Machines, Direct Office Machines is entitled to retake possession of any goods supplied by it to the client in the event the client fails to comply with any of the terms herein, commits an act of bankruptcy, a receiver, a liquidator or an official manager is appointed, or any other form of insolvency administration whether formal or informal, or where the client ceases to carry on business. Direct Office Machines has the right to resell the goods if it takes possession of them. The client consents to Direct Office Machines having access to its premises to inspect the goods at any time, or take possession of the goods. If the goods are on land other than land owned or occupied by the client, and the client has a licence, express or implied, or other right to enter upon such land, then Direct Office Machines shall be the client's agent to enter upon such land to inspect, or take possession of the goods and the client shall indemnify, and shall keep indemnified, Direct Office Machines from any loss damage suffered by Direct Office Machines or claims brought against Direct Office Machines arising out of it retaking possession of the goods.
4. **Terms of payment – shall be net cash fourteen (14) days from invoice date.**
5. **Late Payments** – Interest will be charged on any late payments from the date the payment was due until the date of actual payment at the interest rate then charged by Direct Office Machines and will be added to the overall cost. Direct Office Machines reserves the right to withdraw credit and place any client on COD terms or refuse to provide any goods or services sought by a client.
6. **Delivery** – While every endeavor is made, no guarantee is given by Direct Office Machines to deliver goods or services on the day nominated when caused by unforeseeable delay.
7. The client shall indemnify Direct Office Machines against any legal costs, collection costs, dishonoured cheque fees etc reasonably incurred by Direct Office Machines as a result of any breach of these terms and conditions.
8. **Return of Goods** – clients must obtain approval from Direct Office Machines to return goods within 7 days of receipt of goods. Unauthorised returns will not be accepted. All returns will be subject to a 10% restocking fee.
9. **Price** – Price is subject to change without notice.
10. **Repairs** – All repairs are covered by a 30 day warranty period unless extended warranty is offered by manufacturer, the warranty will be passed on to the client. If your machine needs to be taken away, we offer a free loan machine as long as the technician has one available.
12. **Sales** – All sales on new machines are covered by a 12 month return to manufacturer warranty. The client has the option of purchasing extended warranty or on site warranty.

### ACCEPTANCE OF TERMS AND CONDITIONS

The applicant has read and accepts the “terms and conditions of sale” set out above.

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_