

**SYDNEY STATIONERY SUPPLIES PTY. LTD.**  
**Trading as SYDNEY STATIONERY OFFICE NATIONAL**

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**Standard Terms & Conditions**

**DEFINITION:**

In these terms and conditions:-

the company shall mean Sydney Stationery Office National.

the customer shall mean a customer or an applicant for credit.

**DEFINITIONS APPLICATION:**

All orders received from customers are only accepted subject to these standard terms and Conditions of trade.

**PAYMENT:**

If credit terms have been offered to the customer, payment for all goods supplied is due Net 30 days from statement date, otherwise payment is due with order or on collection of goods. The company reserves the right to withdraw credit facilities from any customer at anytime.

**DELIVERY\*:**

Delivery is free into store in Sydney metro area, for orders over the value of \$75.00.

**RETENTION OF TITLE:**

- (a) The risk for goods passes on delivery.
- (b) Title to and property in the goods shall not pass to the customer until the customer has paid to the company all monies owing to the company under all sales of goods contracts entered into between us.
- (c) The customer hereby authorises the company, our servants and agents to enter premises owned, leased or occupied by the customer for the purpose of taking possession of the goods in accordance with these conditions and authorises the company by our servants or agents to use all reasonable force to obtain possession.

**EXCHANGE OR RETURN OF GOODS:**

Where goods have been incorrectly supplied, are faulty or have been damaged, the Customer undertakes to notify the company immediately upon receipt. The company may either issue a credit or exchange them.

**CHANGE OF STATUS:**

In the event of any change of status of the customer, which shall be deemed to include? liquidation or bankruptcy, then it is agreed that all goods supplied thereafter shall be paid for by the customer on delivery. Such payment will be by way of cash or bank cheque.

\*Orders under \$75.00, or outside of the Sydney Metro area, or involving furniture, may incur a small delivery charge.

# Sydney Stationery Supplies Pty Ltd

Trading as Office National Sydney Stationery

Unit 24, 24 Garling Road Kings Park NSW 2148

Tel: 02 9674 2999 Fax: 02 9674 1999

Email: sales @sydstat.com



## Account Application Form

A.B.N 79 053 822 174

Trading Name:.....  
Register Name:.....Date Registered.....  
Delivery Address:.....  
Accounts Address:..... P/Code:.....  
Type of Business:..... Fax Number: ( ).....  
Bank..... Branch..... ABN No:.....  
Accounts Contact:..... Purchasing Contact:.....  
Accounts Telephone No:( )..... Purchasing Telephone No: ( ).....  
Accounts E-mail:..... Purchasing E-mail:.....

### **Proprietors`, Partners`, or Directors` Full Names and Address:**

PLEASE PRINT NAMES IN FULL

Surname:..... Given Names:.....  
Address:..... P/Code:.....  
Surname:..... Given Names:.....  
Address:..... P/code:.....  
Surname:..... Given Names:.....

### **Business Information to Support Application:**

Trade References (credit Accounts in force for more than 3 Months)

1. Name:..... Phone: ( ).....  
Address:..... Fax: ( ).....  
2. Name:..... Phone: ( ).....  
Address:..... Fax: ( ).....  
3. Name:..... Phone: ( ).....  
Address:..... Fax: ( ).....

Number of years in Business:..... Numbers of Employees:..... Amount of Credit Requested: \$.....

I/We hereby apply for a 30 day Account as per the details submitted and understand that if credit is granted it will be subject to the terms and conditions attached

Signed.....Title.....

**Office Use Only:**

Rep:

Approved:

Entered: