

# ABOVE ALL EDP & MELBOURNE OFFICE SUPPLIES



**Above The Line Pty Ltd** ABN: 12 485 599 069 PO Box 2, Balaclava, Vic 3183

Trading as: **MELBOURNE OFFICE SUPPLIES**

**Head Office:**

Unit 8, 56 Keys Rd  
Moorabbin VIC 3189  
Phone: 03 9553 0822  
Fax: 03 9553 0480  
e: sales@melbourneofficesupplies.com.au

**City:**

Shop 1, 402 – 408 Lonsdale St  
Melbourne VIC 3000  
Phone: 03 9600 2887  
Fax: 03 9600 2889  
e: city@melbourneofficesupplies.com.au

**Western Suburbs:**

Unit 9, 47-51 Little Boundary Rd  
Laverton North VIC 3026  
Phone: 03 9314 0000  
Fax: 03 9314 0077  
e: west@melbourneofficesupplies.com.au

**Dandenong:**

1 / 291 Frankston Dandenong Rd  
Dandenong South VIC 3175  
Phone: 03 9706 5556  
Fax: 03 9706 4776  
e: dand@melbourneofficesupplies.com.au

## 30 DAY CREDIT APPLICATION

Applicant (Customer Name) \_\_\_\_\_

Registered Trading Name \_\_\_\_\_

Trading Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

ABN: \_\_\_\_\_ Email: \_\_\_\_\_

If a subsidiary company, name of parent company: \_\_\_\_\_

Nature of Business \_\_\_\_\_ No. of Years Est. \_\_\_\_\_

Is the Business PTY LTD? YES / NO Does the applicant Own / Rent / Lease the trading premises.

If the Applicant Leases or Rents, who is the Landlord?

\_\_\_\_\_

**DIRECTORS / OWNERS DETAILS**

Full name, private address and phone numbers of Directors, Proprietors or Partners

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever been a Director of a company which has gone into liquidation or any form of administration YES / NO

If YES, provide details \_\_\_\_\_

**ACCOUNTS PAYABLE**

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

**FINANCIAL DETAILS**

**Account Name** \_\_\_\_\_ **Bank** \_\_\_\_\_

**Branch/BSB** \_\_\_\_\_ **Account No:** \_\_\_\_\_

**TRADE REFERENCES THREE (3) CURRENT**

1. Name: \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

2. Name: \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

3. Name: \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

**Statement**

I/ we have read and agree to the attached Terms & Conditions of Trade hereto attached:-

Signed: \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Please state the name of the representative referring you to this Credit Application**

\_\_\_\_\_

TERMS AND CONDITIONS OF TRADE

These terms and conditions apply to all supplies of goods or services, irrespective of whether or not 30 day credit is advanced.

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In these terms and conditions:-

1. ( a ) the Applicant means the applicant referred to in this credit application.  
( b ) we or us means Melbourne Office Supplies Pty Ltd ABN 91 991 001 614 and our corresponding meaning;  
( c ) purchase price means the purchase price as invoiced plus delivery or any associated charges and any additional component for GST not included on the invoice but payable under clause 11.  
( d ) default rate means the rate of interest equal to the Westpac banking corporation Indicator Lending Rate on amounts over \$100,000 plus 2% per annum.  
( e ) GST means goods and services tax.
2. (Payment) Payment for goods supplied is C.O.D. However, if the credit application is approved then normally the Applicant will have 30 days in which to pay from the date of invoice: except where goods are installed any fee for installation is payable at that time. For service calls and supply of spare parts payment is due within 7 days. All machine purchases are also on a net 7 days from installation basis. Where an invoice for a machine includes consumables, the total of the invoice is payable within 7 days of the date of the invoice.
3. (Overdue Accounts, Default) If payment of any invoice is overdue, then the amount of all invoices then outstanding will become due and payable within 7 days of demand.

We reserve the right to charge interest at the default rate on any moneys due but unpaid calculated daily from the due date paid. We may also re-take possession of the goods in accordance with clause 5.

The applicant must pay on demand all costs and expenses incurred by us in recovering or attempting to recover any outstanding monies (including any debt collection agency fees, legal and court costs). Interest will accrue on such costs and expenses at the default rate calculated daily until paid by the Applicant.

Breach of payment terms will give us the right to terminate any contracts for supply of goods or services.

4. (Returns) Except where goods are faulty, no returns of goods or refunds will be considered by us unless requested within 14 days of the invoice date. Except in the case where the goods are faulty, where a return is accepted by us a handling fee of 10% of the price of the goods will be charged.
5. (Retention of Title) We will retain full legal and equitable title in the goods until such time as the whole of the purchase price is received in cleared funds by us.

Until such time as we receive payment in full we may enter the Applicant's premises (or the premises of any guarantor or any other associated person on entity where the goods are located) without liability for trespass or any resulting damage and re-take possession of the goods.

If the goods are resold by the Applicant, the Applicant must hold such part of the proceeds of sale as represents the invoice price of the goods in a separate identifiable account as our beneficial property and pay such amount to us on request.

The above rights do not affect our right to maintain an action against the applicant for the purchase price.

6. (Suspension of Credit, C.O.D.) Where the credit application has been approved or credit of 30 days has been extended by us to the Applicant in the past, we nevertheless reserve the right at any time without notice to require payment as if credit has not been extended by us, which in the case of goods will be C.O.D.
  7. (Your authorisation) By signing this application the Applicant and any Guarantor authorises us to make inquiries as to the Application's (or Grantor's) credit and financial responsibility and obtain/or give trade/commercial references from time to time.
  8. (Risk) Risk in the goods passes to you when the goods are either collected by, or delivered to the Applicant.
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