

BUSINESS DETAILS

TRADING NAME

NUMBER OF YEARS TRADING UNDER THIS NAME.

ADDRESS

CITY STATE POST CODE

PHONE FAX

BANK BSB ACCOUNT NUMBER

ABN

ACN

PLEASE TICK ONE OF THE FOLLOWING:

PTY LTD
 PARTNERSHIP
 SOLE TRADER
 PUBLIC COMPANY

REGISTERED COMPANY NAME

ADDRESS

CITY STATE POST CODE

PHONE FAX

TRADING REFERENCES

1.

FAX

2.

FAX

3.

FAX

OWNERS / DIRECTORS PERSONAL DETAILS

TITLE FIRST NAME

SURNAME

HOME ADDRESS

CITY STATE POST CODE

MOBILE PHONE

EMAIL

TITLE FIRST NAME

SURNAME

HOME ADDRESS

CITY STATE POST CODE

MOBILE PHONE

EMAIL

TITLE FIRST NAME

SURNAME

HOME ADDRESS

CITY STATE POST CODE

MOBILE PHONE

EMAIL

ACCOUNTS PAYABLE

TITLE FIRST NAME

SURNAME

PHONE FAX

EMAIL

ACKNOWLEDGMENT, TITLE AND RISK (to be signed by Director)

I undertake to advise of any changes of ownership and I agree to the trading terms listed on this form.

Risk passes to the buyer upon dispatch of the goods in accordance with the contract, but title to goods shall not pass to the buyer until the goods are paid in full.

The buyer licenses the company to enter the premises where any goods are kept for the purpose of checking or exercising any right of ownership including removal.

FOR & ON BEHALF OF (COMPANY NAME)

SIGNATURE

DATE

PAYMENT TERMS & CONDITIONS OF TRADE (to be signed by Director)

I/We note that the trading terms are strictly **14 days from invoice date**. I/We agree that overdue accounts will result in our trading status with Aviva Print being placed on hold and that new orders will not be processed until our account is brought up to date.

I/We note the terms and conditions of trade. I/We guarantee payment of any and all accounts for goods purchased by the above company/business, together with any cost associated with legal representation or out of pocket expenses associated with the collection of any outstanding monies. I/We understand that this guarantee binds me/us personally. I/We acknowledge that no claims will be recognised by Aviva Print unless such claim is made within 7 days of date of invoice.

PRINT NAME

SIGNATURE

DATE

The terms and conditions of the Credit Account are as follows:**1. COMPANY**

The Company referred to in these Terms and Conditions, represents Aviva Print Pty Ltd.

2. CUSTOMER

The Customer referred to in these Terms and Conditions, represents the entity in the application and any person in their employ or any agent acting on their behalf.

3. PAYMENT

The Customer will be responsible for payment for all goods supplied against their company order or for any order placed by any person in their employ or any agent acting on their behalf.

Payment made via **Credit Card will incur a 2.5% surcharge** for Visa, MasterCard, Bankcard. **American Express payments will incur a 4% surcharge**. These fees may be varied from time to time as imposed by the respective credit institutions.

3.1 CREDIT ACCOUNT

All accounts are to be settled in full **14 days** from the date of the invoice.

Should there be any invoices under dispute, it is the Customer's responsibility to raise objection within 7 days of the invoice date for resolution. Otherwise, the Customer accepts full ownership of goods/services without prejudice and is obligated to make full payment within the terms stated.

Should payment remain outstanding beyond the Company's payment terms the Customer is liable for all costs, including legal costs and mercantile agents fees incurred by the Company in recovering the amount outstanding and interest calculated after 60 days at 10% daily on the total invoiced value.

4. PRICES

Whilst the Company endeavours to keep its prices constant, prices may change without prior notice due to changes in exchange rates, duty rates and other taxes, wages or supplier prices or any other factor beyond our control.

The Company reserves the right to impose a minimum order value which can be placed on any credit account.

5. TAXES

All prices are subject to any federal, state or other taxes in force at the time of dispute.

6. RETENTION OF TITLE (excludes Graphic Design)

The risk for the goods passes to the Customer on delivery, however title to the goods shall remain with the Company until payment is received in full. The Customer agrees that at any time the Company has the right to reclaim possession of the goods in the event that full payment is not received and the Customer is liable for all expenses exerted in the recovery of goods.

7. COLOUR CONSISTENCY

The Company will make reasonable effort to accommodate colour matching with past printed material if requested and only if the Customer has provided samples.

8. GRAPHIC DESIGN

The Company will engage in the creation of artwork as commissioned by the Customer either from formal or informal specifications. Regardless of the manner in which the Customer has communicated the desired artwork, it is the Customer's responsibility for the final proofing of work approved for printing.

Graphic Design services commissioned as part of an Estimate/Quotation is discounted and the Customer acknowledges that an additional 1 hour will be invoiced for such services that have not progressed to print for whatever reason. Title of any work created or modified will remain in whole with the Company unless purchased in a separate transaction clearly stating transfer of title.

9. CHANGE IN OWNERSHIP

The Customer agrees to notify the Company in writing of any changes of ownership of the Customer within 7 days from the date of such change and indemnifies the Company against any loss or damage incurred by it as a result of the Customer's failure to notify the Company of any change.

10. DELIVERY

The Company may make partial deliveries of any order received. Any delivery dates quoted are estimates and the Company is not liable for any costs, losses or damage arising whether directly or indirectly from non or late delivery of any goods ordered.

11. EXCHANGE OR RETURN OF GOODS

The Customer undertakes to notify the Company within 7 days of receipt and claims will not be accepted after this time.

The Company may at its option issue a credit for the goods or exchange them. The Company is not responsible for any other costs, losses or damage arising whether directly or indirectly.

12. VALIDITY

The Company may terminate the Credit Account, without notice for consistently poor payment, inactivity or for any other reason.