



OFFICE NATIONAL KALGOORLIE
72 Brookman Street, Kalgoorlie WA 6430
P.O. Box 4592, Kalgoorlie WA 6430
Ph: (08) 9080 8777 **Fax:** (08) 9080 8778
Email: admin@onk.com.au
Website: www.onk.com.au

APPLICATION FOR CREDIT

Registered Name of Applicant: _____

Trading As Name: _____ **ABN:** _____

Postal Address: _____

Goldfields / Local Information:

Shipping / Delivery Address: _____

Contact Telephone No.: _____ Fax No.: _____

Contact Name: _____

Email Address: _____

**** Courier Name: _____ Account No.: _____

**** **Required information for Businesses outside Kalgoorlie Boulder Metro area**

OR do you intend to pick up your goods YES / NO

Accounts Information: *(Invoices & Statements)*

Accounts Email Address: _____

Contact Telephone No.: _____ Fax No.: _____

Contact Persons Name: _____

Email Address: _____

Purchase Order No. Required: YES / NO

Persons Name Accepted YES / NO
(if yes please provide names in separate email to
admin@onk.com.au)

Credit Limited Requested: \$ _____

Business Information:

Date of Registration: _____ Type of Business: _____

Accountant: _____ Telephone No.: _____

Bank: _____ Branch: _____

Full Name & Private Addresses of Directors/Partners/Proprietors:

Name: _____ Address: _____

Name: _____ Address: _____

TERMS AND CONDITIONS OF SALE

- A. Office National Kalgoorlie 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.
- B. The cancellation of, or any variation to, this agreement shall not be binding upon the parties hereto unless in writing and accepted by Office National Kalgoorlie.
- C. **Retention of Title** – Office National Kalgoorlie shall remain the legal and beneficial owner of all goods supplied until such time as Office National Kalgoorlie has received payments in full for these goods, and all other debts owing by the client to Office National Kalgoorlie have been paid in full. In addition to any other rights of Office National Kalgoorlie, Office National Kalgoorlie is entitled to re-take 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. Office National Kalgoorlie has the right to resell the goods if it takes possession of them. The client consents to Office National Kalgoorlie 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 Office National Kalgoorlie shall be the clients agents to enter upon such land to inspect, or take possession of, the goods and the clients shall indemnify, and shall keep indemnified, Office National Kalgoorlie from any loss damage suffered by Office National Kalgoorlie or claims brought against Office National Kalgoorlie arising out of it retaking possession of the goods.
- D. **Terms of Payment**
i) *Stationery Purchases - shall be net cash thirty (30) days from date of invoice.*
ii) *Furniture/Business Equipment - shall be net cash seven (7) days from date of invoice.*
- E. **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 Office National Kalgoorlie's bankers on overdraft accounts and shall be added to the overall cost. Office National Kalgoorlie 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.
- F. **Delivery** – while every endeavour is made, no guarantee is given by Office National Kalgoorlie to deliver goods or services on the day nominated when caused by unforeseeable delay or delay caused by contracted labour.
- G. The client shall indemnify Office National Kalgoorlie against any legal costs, collection costs, dishonoured cheque fees etc reasonably incurred by Office National Kalgoorlie as a result of any breach of these terms and conditions.
- H. **Return of Goods** – clients must obtain approval from Office National Kalgoorlie to return goods within 14 days of receipt of the goods. Unauthorised returns will not be accepted. Returns made due to client error will be subject to a 10% restocking fee.
- I. **Price** – is subject to change without notice.

ACCEPTANCE OF TERMS AND CONDITIONS

The applicant has read and accepts the "Terms and Conditions of Sale" set out above. Signed by authorised company representative (written authorisation from Owner/Company Director may be requested) or Company Director

Full Name: _____ Position: _____

Signature: _____ Date: _____

Trade References:

Please complete the below section. We require contact details for 3 Referees.

To assist in the prompt processing of your application, please contact your trade referees to advise Office National Kalgoorlie will be contacting them, to request a Credit Reference

**** NOTE:** *Required fields to be completed in full*

**** Company Name:** _____

****Address:** _____

****Email Address:** _____

****Telephone No.:** _____

****Fax No.:** _____

****Company Name:** _____

****Address:** _____

****Email Address:** _____

****Telephone No.:** _____

****Fax No.:** _____

****Company Name:** _____

****Address:** _____

****Email Address:** _____

****Telephone No.:** _____

****Fax No.:**

IMPORTANT NOTICE:

All referees will be requested in writing to supply a trade reference.



BANK DETAILS:

Commonwealth Bank Kalgoorlie

Donwar Pty Ltd - Trading as - Office National Kalgoorlie

ABN: 760 769 781 06

ACN: 076 978 106

BSB: 066 514

Account No.: 10 11 59 85

Please email Remittance to: admin@onk.com.au

Please ensure your Account Code (as per your invoice) is provided as a Reference when processing a payment direct into our Bank Account.

Alternatively you may pay at our retail address, by Cash, EFTPOS or Credit Card.

If you wish us to automatically process a credit card payment when goods have been invoiced, a Credit Card Authorisation Form is included with this Application, please complete and return.

Alternatively you may contact us to manually process a Credit Card Payment.

Note: Payment via Diners or American Express will incur an additional fee

CONTACT DETAILS:

Account enquiries: admin@onk.com.au

Sales enquiries: sales@onk.com.au

Telephone: (08) 9080 8777

Facsimile: (08) 9080 8778

**Office National Kalgoorlie**

Telephone No.: 08 9080 8777

Fax: 08 9080 8778

Postal Address: P O Box 4592 Kalgoorlie WA 6430

Address: 72 Brookman Street, Kalgoorlie WA 6430

Credit Card Authorisation Form

I, _____ authorise Office National Kalgoorlie

to charge the credit card supplied below for all purchases, relating to online web, telephone, email and verbal orders.

Company: _____

Card Type: _____

Credit Card Number: _____

Expiry Date: _____

Card Holders Name: _____

Signature: _____

Date: _____

Name of persons authorised to use Credit Card:

Signature of Person authorised to use Credit Card: _____

Email address for payment receive and copy of invoice relating to purchase:
