



# Credit Account Application Graphica Technologies Ltd

Please complete, sign and return to Graphica Technologies Ltd

Full Legal Name \_\_\_\_\_  
 Sole Trader     Partnership     Limited Company

Trading Name (if different from above) \_\_\_\_\_

Street Address \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Accounts Payable \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_

Date business started \_\_\_\_\_ Date incorporated \_\_\_\_\_

Type of business \_\_\_\_\_

Registered Office \_\_\_\_\_

Directors/Partners:

Name	Full Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Accountant \_\_\_\_\_

Solicitor \_\_\_\_\_

Trade References (Company name and phone no. please)

[1] \_\_\_\_\_

[2] \_\_\_\_\_

[3] \_\_\_\_\_

Signed for	Name:	Date:
Store:	Position:	

### OFFICE USE ONLY

Checked by:	Store Code:
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# Graphica Technologies

## Terms and Conditions of Trade

1. The Store shall be considered to act as an agent for Graphica Technologies Ltd ("the Supplier").
2. Receipt of an Order from the Store will be deemed to be an acceptance by the Store of these Terms of Trade.
3. **The responsibilities of the Store**
  - 3.1 The Store shall hold in good condition the Banner Order Forms and any other materials supplied by the Supplier.
  - 3.2 It is the responsibility of the Store to collect enough information to process an order from a Customer.
  - 3.3 The Store shall charge the Customer for payment for Goods ordered by the Customer on the ReadySign Banner Order Form.
  - 3.4 It is the responsibility of the Store to charge the Customer the correct price for the Goods.
  - 3.5 It is the responsibility of the Store to transmit the Customer Order to the Supplier within one business day from the receipt of the Order.
  - 3.6 The collection of any Customer payments by the Store shall have no effect on the prompt settlement of monthly accounts to the Supplier.
  - 3.7 The Store shall make a reasonable effort to work in good faith with the Supplier to resolve any issues that may arise concerning a Customer Order.
4. **The responsibilities of the Supplier**
  - 4.1 *Order fulfilment.* The Supplier takes all responsibility for the fulfillment of the Customer Order as received from the Store.
  - 4.2 *Delivery of Goods.* The Goods will be delivered directly to the address indicated on the Banner Order Form, unless indicated otherwise. If the Goods are to be returned to originating Store, it must be clearly marked on the Order Form.
  - 4.3 *Customer enquiries.* It is the responsibility of the Supplier to respond to Customer enquiries such as the production and delivery of Goods and general information.
  - 4.4 *Return of goods.* The Supplier will take all responsibility for faulty or damaged goods or the supply of incorrect goods. They shall work with the Customer directly if required to resolve any problems. It will work with the Customer regarding any claim for credit.
  - 4.5 *Products and Prices.* It is the responsibility of the Supplier to communicate with the Store regarding any changes in prices and products. Reasonable prior notice will be given.
5. **Invoicing and Statements**
  - 5.1 *Invoicing.* The Store shall be invoiced by the Supplier, at the Trade rate, for Goods ordered by Customers through the Store. The Store shall receive a separate invoice for all Goods ordered by Customers.
  - 5.2 *Statements.* A Statement shall be issued by the Supplier to the Store on the 20th of each month for Goods ordered, on the behalf of Customers, through the Store.
6. **Terms of payment**
  - 6.1 Unless otherwise agreed in writing, the Store hereby agrees that the terms of payment is in full to the Supplier on the 20th day of the month following the date of Statement.
  - 6.2 If this account is not paid in full on the due date, the Supplier reserves the right to make a small non-payment charge on any outstanding balance.
  - 6.3 If the terms of payment are not strictly adhered to, the Supplier reserves the right to suspend deliveries of further Goods or require payment with an Order. The Store will be notified by the Supplier.
  - 6.4 It is the sole discretion of the Supplier to use a Credit Collection agency to collect unpaid balances. The cost of collection by the Supplier of any unpaid balances will be charged to the Store.
  - 6.5 The Supplier is entitled to charge and collect from the Store all Goods and Services Tax or any other value-added tax on any goods or services supplied.