



APPLICATION FOR CREDIT ACCOUNT NZ

Completing this form does not guarantee this account will be opened. Credit checks apply. Final approval may also include a visit to your business by our Sales Representative or Sales Manager

Trading Name : _____

Registered Company Name : _____

Incorporation Number : _____ GST Registration Number : _____

Address : _____ Postal : _____ Delivery : _____

Phone Number : _____ Fax Number : _____

Accounts ctc : _____ E-Mail : _____

Buyer ctc : _____ E-Mail : _____

Bankers : _____ Branch : _____

Please specify your main type of business:

Interior Design Practice

Architecture Consultant

Graphic Design

Project Management

Facilities Manager

Home Staging

Other (please specify) _____

Partners / Directors details :

1) Name : _____

Residential Address : _____

Phone : _____ Mobile : _____

2) Name : _____

Residential Address : _____

Phone : _____ Mobile : _____

3) Name : _____

Residential Address : _____

Phone : _____ Mobile : _____

4) Name : _____

Residential Address : _____

Phone : _____ Mobile : _____



Accountant Name : _____ Phone Number: _____

Trade References (major suppliers) :

Name	Address	Phone
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

If this application for credit is approved, it is agreed unconditionally that such credit is extended to the party or parties named in this application and that the said party or parties shall be responsible for any debt incurred on an account set up from this application. This responsibility will continue notwithstanding any change in the constitution and or ownership of the company/partnership or trust.

I/We hereby undertake to advise Cite Limited in writing of any change in constitution or ownership.

I/We agree to be bound by the terms of sale as attached and any variations made without notice.

I/We acknowledge and agree that the terms of payment are due 20 days from the end of the month in which the goods were supplied. Should the account become overdue, the applicant is liable for all costs incurred in collecting the overdue amount and further accepts that penalty interest shall accrue on overdue amounts at 1.25% per month.

I/We warrant that the information given in the application for credit is true and correct. I/We further authorize you to confirm our credit worthiness through inquiries. I/We sanction any individual or company to provide credit information about me/us and I/We also sanction the providing of such information to others requiring the said information.

If the credit worthiness of the customer alters in the Company's opinion, the Company reserves the right to withhold supply of product and to furthermore, demand payment in full of any outstanding account within seven days.

SIGNATURE : _____ DATE : _____

NAME (PRINT) : _____ POSITION : _____

Please circle which of the following methods you would prefer for the receipt of your invoices and packing slips.

1. EMAIL (PREFERRED EMAIL ADDRESS) : _____

2. FAX (PREFERRED FAX NUMBER) : _____

3. POST (PREFERRED POSTAL ADDRESS) : _____

OFFICE USE:	AUTHORISED:	DATE:
	NUMBER:	TYPE:
	STRUCTURE:	



TERMS OF SALE FOR NEW ZEALAND

Cite Limited (the Company) supplies product and or services subject to the following terms.

1. Pricing

All pricing quoted is exclusive of GST. Any special quotes given by the Company is valid for the period of one calendar month from the date of the quote.

If the Company issues special quoted prices, then the conditions of the quotation document shall apply notwithstanding other related conditions contained in these Terms of Sale.

Due to currency and freight fluctuations, prices may change without notice to the buyer.

Indent Orders cannot be cancelled.

2. Delivery

The company undertakes to deliver products to the Customer's premises as listed on the Application for Credit. Should the Customer insist on delivery to another location other than the Customer's premises, the Customer accepts all responsibility.

3. Lead Times

The standard lead time for goods ordered from Europe is 12 weeks from date of order. Please note that this accounts for the time required for production of the goods and the shipping time from the country of origin to New Zealand. The confirmation of the production date cannot be confirmed until the order has been placed. The Company will not be held responsible for any delays incurred during the shipping transit or any delays incurred during customs clearance upon arrival in New Zealand. This lead time does not take into account the time between when the goods arrive in the country and when they are delivered to the Company's warehouse. In collaboration with the freight forwarders the Company will endeavor to have goods delivered promptly.

4. Returned Goods/Credits

Any goods returned for credit will be accepted provided the Company is notified within 7 days of delivery and provided they are returned in the condition as sold, and within 7 days of delivery. A completed credit request claim form and a copy of our packing slip or invoice must accompany returns. Goods returned after 7 days will be at the Company's discretion and subject to a 15% restocking fee.

Products purchased under indent or those that have been specially ordered in for the Customer may not be returned for credit.

5. Payment

The terms of payment are due 20 days from the end of the month in which the goods were supplied. Should the account become overdue, the Customer is liable for all costs incurred in collecting the overdue amount and further accepts that penalty interest shall accrue on overdue amounts at 1.25% per month.

6. Freight & Insurance

The Customer is liable for freight and transit insurance unless specified to the contrary.

By Carrier eg FR84U, Basik, Gilberts Cartage, Mana Transport

The order must be checked in while the driver is present; signing STI does not apply with the Carriage of Goods Act. If any damage or breakages occur they must be noted on the consignment note, and countersigned by the driver, and we must be notified by fax immediately. If the driver cannot take the damaged goods with him please hold them for collection.

We are working hard to ensure all products are packaged well so damage occurs rarely. However please ensure with **larger pieces and furniture** you carefully check for knocks and scratches **before you sign the consignment note and the carrier leaves.**

THIS IS VERY IMPORTANT as signing STI does not allow you to claim for any damage at all.

After 7 days, the carriers or couriers do not accept claims.

7. Consumer Guarantees Act 1993

Where the Customer is not a consumer as defined in section 2 of the Consumer Guarantees Act 1993, the Act shall not apply to the supply of product or services.



8. Ownership

Ownership of the goods shall remain vested in the Company until the Customer has made payment in full for all sums owing by the Customer to the Company. This shall include any interest and costs incurred in retrieving overdue sums. Should the goods be sold by the Customer prior to payment to the Company, then the proceeds of the sale shall be the property of the Company.

Until ownership passes to the Customer, the Company may repossess any or all of the goods supplied by entering the Customer's premises where such goods are reasonably thought to be stored. This is despite of and in addition to the rights under section 109 of the Personal Property Securities Act 1999.

Notwithstanding the above, the risk in the goods supplied shall pass to the Customer on dispatch from the Company's premises.

9. Security Interest

A security interest in favour of the Company is created upon each contract of sale of goods between the Customer and the Company.

10. Orders For Collection

Because our stocks are stored in several warehouses we cannot always supply orders for collection from Normanby Rd

11. Showroom

Open 8.30 am – 5 pm Monday to Friday.
10 am-4 pm Saturday.

PAYMENT TERMS

1) Cheque Post to: P O Box 109646, Newmarket, Auckland.

2) Direct Credit Bank Account: ASB – 12 3109 0088994 02

Please include your Cite account name on the payment authority and your account number as reference.

Please fax us the remittance form, or e-mail (cite@citeltd.co.nz) us notice that the direct credit has gone through.

3) Credit Card Visa, MasterCard, American Express.

Please keep the following authorization form on file and fax us when payment is required. Or, advise if you would like us to keep the details on file for processing of further account payments.

AUTHORISATION OF PAYMENT BY CREDIT CARD			
FOR CITE LTD			
DATE:		ACCOUNT NUMBER:	
ACCOUNT NAME: (AS KNOWN BY CITE)			
NAME ON CARD: _____			
			EXPIRY DATE: _____
CARD NUMBER			
<input type="text"/>	-	<input type="text"/>	- <input type="text"/>
MASTERCARD / VISA / BANKCARD			
I HEREBY AUTHORISE CITE LTD TO PROCESS PAYMENT OF			
\$ _____ ON THE 20 TH OF THE MONTH			
SIGNED:			