

Please complete the form below and send it back via email to accounts@civilproductswa.com.au

CREDIT APPLICATION FORM

CUSTOMER DETAILS

Business Trading Name / Applicant: _____

Legal Entity (if different from trading name) : _____

ACN: _____ ABN (11 digits): _____

Nature of Business: _____

Business Commencement Date: _____

Business Registered Office Address:

_____ Suburb: _____

State: _____ Post Code: _____

Postal Address (if different from office address):

_____ Suburb: _____

State: _____ Post Code: _____

Physical Address for deliveries (if different from Office Address:)

_____ Suburb: _____

State: _____ Post Code: _____

Main Tel no: _____ Company E-mail: _____

Important Contacts for your Organisation:

Sales Manager Name: _____ Mobile No: _____

Sales Email address: _____

Accounts Name: _____ Mobile No: _____

Accounts Email address: _____

Purchaser Name: _____ Mobile No: _____

Purchaser Email address: _____

DIRECTORS / PROPRIETORS / SOLE TRADERS DETAILS

<u>Full Name</u>	<u>Address</u>	<u>DOB</u>

TRADE REFERENCES

<u>Company Name</u>	<u>Contact Name</u>	<u>Tel No</u>	<u>E-mail address</u>

Line of Credit Required Monthly: \$ _____

TERMS OF TRADE

1. Terms of Trade

All **approved** accounts are strictly **30 days** from the date of invoice, unless otherwise agreed in writing.

2. Credit Limit

A credit limit will be established and reviewed by Civil Products WA. We reserve the right to reduce, cancel, or refuse credit at any time, with or without notice.

3. Payment Methods

Payment can be made via:

- Electronic Funds Transfer (EFT)
- Phone payment or Credit Card payment (surcharges may apply).
- Online payment via our secure payment portal from clickable link on invoice (surcharges may apply).

Bank details will be provided on the invoice.

4. Late Payment & Interest

Interest may be charged on overdue amounts at a rate of **8% p.a.**, calculated daily, from the due date until full payment is received.

5. Costs of Recovery

All expenses, costs, or disbursements incurred by Civil Products WA in recovering outstanding monies, including debt collection agency fees and legal costs, will be payable by the customer.

6. Retention of Title

Ownership of goods remains with Civil Products WA until full payment has been received in full. Risk in the goods passes to the customer upon delivery.

7. Credit Suspension or Cancellation

If an account becomes overdue or exceeds the credit limit, Civil Products WA may:

- Place the account on hold
- Cancel outstanding orders
- Require payment in advance for future transactions

8. Disputed Invoices

Any disputes must be raised in writing within **7 days** of the invoice date. Undisputed amounts must still be paid on time. Disputes should be sent to:

 spencer@civilproductswa.com.au and accounts@civilproductswa.com.au

9. Personal Guarantee (if applicable)

For company accounts, Civil Products WA may require a director's personal guarantee to secure payment.

10. Privacy & Credit Checks

By signing this form, you acknowledge and agree that Civil Products WA may:

- Conduct credit checks as part of account assessment
- Share your credit history with third-party credit reporting agencies
- Store and use your personal and credit information in accordance with the **Privacy Act 1988 (Cth)**
- Obtain a consumer credit report for collecting overdue payments under **Section 18K(1)(h)** of the Privacy Act

11. Delivery of Goods – No Guarantee of Timing

Civil Products WA will endeavour to supply goods and services in a timely manner. However, unless expressly agreed in writing, we make no guarantees regarding the delivery timeframe. In the absence of a written delivery guarantee, Civil Products WA shall not be liable for any delay or failure to deliver the goods, except in cases where goods are not delivered at all. In such cases, the customer will be entitled to a refund of any purchase price already paid for undelivered goods.

12. Cancellation of Orders

- In the case of customised, special, or specially imported products, the Customer may not cancel the order under any circumstances. The Customer is required to accept delivery and make full payment in accordance with the terms of this agreement. A deposit may be required for specially imported products, to be advised at the time of order.
- For orders that are not customised or special, cancellations may be permitted at Civil Products WA's sole discretion. In such cases, the Customer may be liable to pay a restocking fee equal to **20% of the total order value**.

SIGNATURES

By signing this Application, the Customer hereby accepts Civil Products WA Pty Ltd Terms and Conditions of Credit and Terms and Conditions of Sale as set out above.

Name (please print) _____

Position: _____

Signature _____

Date: _____

Name (please print) _____

Position: _____

Signature _____

Date: _____

Name (please print) _____

Position: _____

Signature _____

Date: _____