

BUSINESS CREDIT APPLICATION

CUSTOMER ACCOUNT DETAILS:

1. Account to be in the name of _____ ABN No _____
2. Account postal address _____
3. Trading address (if different from postal address) _____
4. Registered Office (if company) _____
5. Account Contact Name _____ Title _____
 Telephone No: () _____ Fax No: () _____
 Mobile No: _____ e-mail address: _____
 Website address: _____

6. Business Structure

- Sole Trader Partnership Pty Ltd company
 Trading Name for a Pty Ltd company Other

Nature of Business _____

How long has your business been operating? _____

7. Amount of Credit Requested _____

8. Trade References (minimum of two to be supplied)

<i>Company Name</i>	<i>Contact Name</i>	<i>Telephone No</i>	<i>Years of Trading with them</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Signature of Applicant _____

Position _____ Date _____

CREDIT TERMS AND CONDITIONS

1. A customer wishing to purchase products on credit from Innovation & Business Skills Australia [IBSA] must be approved by IBSA.
2. Payment terms are 14 days from invoice date.
3. If the order is less than \$200 it must be paid by credit card unless the client is a TAFE institute or a major client with a positive credit history.
4. A customer wishing to purchase bookshop products on credit must contact an IBSA Account Manager to discuss their order and credit requirements.
5. If the customer is either an individual or an international organisation the products must be pre- paid.
6. A new customer with no purchase history with IBSA must complete this Business Credit Application Form.
7. Approval of business credit will be subject to a credit check.
8. The applicant will be advised of the outcome of the business credit application within two business days of receipt of the application.

Date of Receipt of Application _____ Application Approved / Not Approved _____

Signature of Person Authorising _____

Name of Person Authorising _____

Position _____ Date of Approval _____