



## New Account & Credit Application Form

**Invoice To:**

Business Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) ..... Fax (.....) .....  
 Email .....

**Ship To:**

Business Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) ..... Fax (.....) .....  
 Email.....

**Business Owner/s**

Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) .....  
 Mobile .....

Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) .....  
 Mobile .....

**Company Director/s**

Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) ..... Fax (.....) .....  
 Mobile .....  
 ABN .....

Name .....  
 Address .....  
 Suburb .....  
 State ..... Postcode .....  
 Phone (.....) ..... Fax (.....) .....  
 Mobile .....  
 ACN .....

**Current trade references applicable to this entity**

- 1 .....
- 2 .....

**Agreement**

As the person/s in effective control of the applicant's organisation, I/w e agree to adhere to the trading terms of Dennis Jones & Associates Pty Ltd. Payments are due monthly at the end of each monthly trading period. The vendor retains all rights to the products supplied until such time as those goods and all outstanding amounts are paid in total. Should the account fall into arrears, I agree to the full cost of the recovery of monies being added to the total amount due to Dennis Jones & Associates Pty Ltd.

Signed .....  
 Name .....  
 Title .....  
 Date .....

Signed .....  
 Name .....  
 Title .....  
 Date .....

DJA OFFICE USE ONLY	
REP	
VOLUME	

## **Trading Terms & Conditions**

1. **MINIMUM ORDER** requirement is \$150.00 retail. Orders less than this amount will incur a surcharge of \$15.00
2. **GOODS ARE SUPPLIED ON EITHER A 'FIRM SALE' (FS) OR A 'SALE OR RETURN' (SOR) BASIS** depending on the category of product as shown in Dennis Jones & Associates Pty Ltd's (DJA) New Title order forms.

**Firm Sale** - No return rights exist for this product.

**Sale or Return** - Goods may be returned for credit under the criteria as detailed below.

3. **RETURNS POLICY**

Products for return will only be accepted up to **9 months** and **not before 3 months** from the date of invoice.

Return requests may be mailed, faxed or emailed and must list the product details including description, quantity, full ISBN and the original invoice number on which that product was supplied.

**Goods returned will only be given full credit if they are in a mint and resalable condition.**

### **Customer Requirements**

Products for return must:

- be in mint condition and suitable for resale. **All stickers, labels and marks must be removed.**
- have been invoiced by Dennis Jones & Associates Pty Ltd
- be returned in one shipment
- be packed securely
- be accompanied by a DJA stamped authorization request
- be received within 14 days of authorisation and addressed to 1/10 Melrich Road Bayswater Victoria 3153

Claims for damaged or short supply will only be accepted within 14 days of receipt by client.

Freight on returns is at client's expense.

### **Please Note**

Products received will be returned at your cost if they are:

- unauthorised
- not suitable for resale
- not invoiced by DJA
- not accompanied by the relevant documentation and authorisation number
- insecurely packed and damaged
- not prepaid

4. **PAYMENT OF ACCOUNTS**

Payments are due monthly at the end of each monthly trading period.

Payments received will be allocated against oldest outstanding invoices unless otherwise specified.

Unreconciled credits will automatically be taken up against overdue balances on the expiry of 90 days from the month end of that credit invoice.

Payments are accepted by cash, cheque, electronic funds transfer or credit card.

Please note the following terms related to payment by credit cards.

- (a) credit card payments are only available on accounts strictly conducted on a 30 day basis from month of invoicing
- (b) credit card surcharge of 3% will apply to all American Express and Diners Club payments

5. **GOODS RECOVERY**

The vendor retains all rights to the products supplied until such time as those goods and all outstanding amounts are paid in full.

6. All prices quoted on price lists and order forms are subject to change without notice.