




## TRADE ACCOUNT APPLICATION FORM

Thank you for choosing to work with us.  
This form collects information to assist us to set you up as a repeat client.

Please complete this form and return to us by email to [accounts@bseltd.co.nz](mailto:accounts@bseltd.co.nz)

### ALL APPLICANTS

<b>Applicant Type</b> <i>Please select the type of entity you are.</i>	Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership/Trust <input type="checkbox"/> Other: (e.g. port, local authority) please describe below: <input type="checkbox"/>
<b>Company Name and Registration Number</b>  <i>Please write this as it appears on <a href="#">Companies Office</a></i>  <i>If a sole trader, insert <a href="#">NZBN</a></i>	
<b>Trading Name</b> <i>If different to registered name</i>	
<b>Address</b> <i>Full address including postcode/RD</i>	
<b>Invoice email address</b> <i>All invoices and statements will be sent to this email address</i>	
<b>Accounts Department Contact Name</b> <i>Please let us know who to contact regarding invoices</i>	
<b>Accounts Department Phone Number</b> <i>Please supply a contact number for invoice and payment queries</i>	
<b>Commercial or Local Authority Applicants Only</b>	
<b>Invoice Cut Off Date</b> <i>Please advise if our invoices must be submitted by a specific date</i>	
<b>PO Requirements</b> <i>Please confirm if we require a PO number prior to invoicing</i>	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>

<b>Work Order Requirements</b> Please confirm if we require a work order # to include in our invoices	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
<b>ACCEPTANCE OF TRADE ACCOUNT TERMS AND CONDITIONS</b>	
The terms below are in addition to our Terms of Trade provided with our Quote or Cost Estimate.	
<ul style="list-style-type: none"> <li style="text-align: center;">➤ I/we apply to open a Trade Account</li> <li style="padding-left: 40px;">➤ I/we confirm that we have read the terms and conditions attached overleaf</li> <li style="padding-left: 0;">➤ I/we confirm that we acknowledge that all Account invoices must be settled in full prior to delivering any further services</li> </ul>	
<b>SIGNED on behalf of the Applicant</b>	
<b>Print Name</b>	
<b>Date</b>	
Please note if you are a Director, you are signing on behalf of all directors/proprietors in a joint and several capacities	
All electronic communications regarding the set up and use of a credit account are subject to the provisions of the Contract and Commercial Law Act 2017 (CCLA)	
This personal information is collected for credit control purposes and will be handled and stored in accordance with all applicable privacy laws.	
<p>THANK YOU FOR COMPLETING THIS APPLICATION</p> 	

### TERMS & CONDITIONS OF TRADE ACCOUNT

These terms and conditions are in addition to our standard terms of trade

1. **We** or **Us** means **Buckeridge Surfacing & Engineering Limited**.
2. **You** means the trade account holder.
3. All Goods and Services supplied are acquired for business purposes and the Consumer Guarantees Act 1993 shall not apply.
4. All warranties are provided under our standard terms of trade and all warranty exclusions contained in those terms shall also apply.
5. A trade account holder will be extended credit to pay an invoice up to and including the **20th** of the month in which the invoice is issued (**Due Date**).
6. Any payments which are overdue by the Due Date will be subject to default interest published in our terms of trade (accruing daily and compounding monthly).
7. Any expenses incurred by Us to collect overdue or outstanding payments from you will be added to the outstanding amount and are payable by you.

8. If we proceed to take any steps to collect outstanding amounts via debt collection, the outstanding balance will be increased by an administration fee of \$150 from Us plus any collection agency fees, solicitor's costs, debt recovery costs we incur.
  9. We may allocate any payment received against any outstanding invoice which remains due and payable and in any order.
  10. You shall be liable for any fraudulent use of this Trade Account. We shall not be liable for any misuse and shall not perform any identification checks on any person purporting to be representing your organisation. Please do not share details of this Trade Account information with anyone outside of your organisation.
  11. By completing this application form, you authorise Us to collect, retain and use your personal and/or organisation information to assess your creditworthiness (or that of any of your directors) and to enforce any of our rights under these terms.
  12. If you are a natural person, by signing this application, you consent to the use of your personal information for the purpose above as required under the Privacy Act 2020 (as amended or updated from time to time).
  13. This is a joint and several obligation meaning even if one director/proprietor has signed this application, all will be personally liable on a joint basis for payment of the Trade Account balances owing.
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