



## ACCOUNT APPLICATION FORM

- PRICES** All prices quoted are exclusive of GST. Prices are subject to alteration at any time and prices charged are those ruling at the date of dispatch.
- ORDERS** Orders can be placed by leaving a message on our bakery answer phone, or by fax to (04) 8024113. Please ensure all orders are placed no later than 4pm for delivery the following day. We cannot guarantee that any orders placed after 4pm will be supplied in part or full.
- FREIGHT** Orders delivered outside the Wellington metropolitan area will attract the respective courier charge. Orders of below \$18 within the Wellington metropolitan area will attract a \$3 delivery charge.
- DELIVERIES** A safe dry area is required for all deliveries where access or a key is not available. Deliveries are available seven days a week. Please advise preferred times and place where order is to be left. Driver will pick up boxes when the next order is delivered. We reserve the right to charge \$5 for any boxes missing or damaged.
- CLAIMS** To ensure recognition, claims on short delivery or damaged goods must be notified to us within 3 hours of delivery. In the event of damages or incorrect deliveries, all products must be correctly stored and available for collection prior to credit or replacement being issued and to allow us to show staff concerned.
- PAYMENT** Payment is due during the week following invoice date, and will be charged to your bank account via direct debit. Should the payment be dishonoured, we will place your account on stop credit, unless prior arrangements have been made in writing.

**Brooklyn Bread & Bagels reserve the right to cease supply, without notice, should these trading terms fail to be adhered to, unless prior arrangements have been made in writing.**

**TRADING NAME:** \_\_\_\_\_

**FULL COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

Would you like your invoices and statements emailed to this address?

**PHYSICAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**ACCOUNTS CONTACT:** \_\_\_\_\_

**KITCHEN CONTACT:** \_\_\_\_\_

**NAME AND RESIDENTIAL ADDRESS OF PRINCIPAL/WORKING SHAREHOLDERS:**

\_\_\_\_\_  
\_\_\_\_\_

**TRADE REFERENCES:**

**NUMBER:**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

I understand that your trading requires weekly payments following delivery and that you may charge a surcharge of 2.5% per month on any overdue portion of my account. In the event unpaid accounts incur collection and or legal fees, these fees are payable by ourselves. In the event of my credit being approved, I hereby confirm my acceptance of your terms of payment.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ACCOUNTANT:** \_\_\_\_\_

**LAWYER:** \_\_\_\_\_

**NAME OF BANK:** \_\_\_\_\_

**BRANCH:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**DATE ESTABLISHED:** \_\_\_\_\_

**FOR COMPANIES TO COMPLETE: Details of Corporation:**

In consideration of Brooklyn agreeing to supply \_\_\_\_\_,  
we the undersigned directors of the company do hereby jointly and severally accept personal liability for and agree upon demand to indemnify Brooklyn for all sums of money owing to Brooklyn from time to time by the Company. In the event unpaid accounts incur collection and or legal fees, these fees are payable by ourselves.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_