

**COMPANY DETAILS**

Applicant: \_\_\_\_\_

Trading as: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

ABN: \_\_\_\_\_ No. of years business has been established: \_\_\_\_\_

**ADMINISTRATION DETAILS**

We send order confirmations, sales orders (C.O.D. customers only), tax invoices, credit notes, backorders and statements via email. Please advise where you would like the following to be sent.

**Order confirmations, sales orders and backorders.**

Email 1: \_\_\_\_\_

**Tax invoices, credit notes and statements.**

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

**PORTAL LOGIN:**

Please list who you would like to have access in our portal for checking stock, downloading invoices, etc.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Level of access: ☐ Check Stock only ☐ Check Stock & Manage account

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Level of access: ☐ Check Stock only ☐ Check Stock & Manage account

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Level of access: ☐ Check Stock only ☐ Check Stock & Manage account

**Important Updates**

We send important information regarding price increases, price reductions, items on special, discontinued lines, incoming shipment dates and all other announcements via email. Please advise where you would like the following to be sent. Multiple email addresses are encouraged.

Contact: : \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_

Contact: : \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_

Contact: : \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_

Contact: : \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_

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Contact: : \_\_\_\_\_ Email: \_\_\_\_\_ Position: \_\_\_\_\_

**ACCOUNTS PAYABLE CONTACT**

Contact: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**BANK DETAILS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

**COMPANY ACCOUNTANT**

Contact: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**PROPRIETORS/ DIRECTORS**

*Please provide all details of company proprietors/ directors*

Name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_ Mobile: \_\_\_\_\_

**TRADE REFERENCES**

*Please provide **four** trade references.*

Company: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Phone:(\_\_\_\_\_)\_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

**DIRECTORS PERSONAL GUARANTEE**

The guarantors jointly and severally guarantee to Trend Tile Pty. Ltd unconditionally the due and punctual payments of goods purchased and this guarantee to remain in force until monies guaranteed have been paid in full. The indemnity may be enforced again each guarantor jointly or severally without first having to give notice or make demand upon any person.

The company terms are STRICTLY 30 DAYS from the end of the month in which the invoice is issued.  
I / We have noted the terms as stated above and agree to abide by these terms.

Guarantor Name: \_\_\_\_\_

Guarantor Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Guarantor Name: \_\_\_\_\_

Guarantor Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Guarantor Name: \_\_\_\_\_

Guarantor Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please note: It is company policy for all new accounts to be on a C.O.D. basis for the first six months of consistent trading with Trend Tile Pty. Ltd. Based upon this, your application for an account may be approved or C.O.D. terms may be further extended, at the discretion of the Company Directors.

Upon Completion of this application, please email back to: [officemanager@trendtile.com.au](mailto:officemanager@trendtile.com.au). Thank you.

**OFFICE USE ONLY**

Date application received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Four Trade References checked: YES / NO - Terms (Circle): 1 / 3

Authorised by: ☒ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date account activated: \_\_\_\_/\_\_\_\_/\_\_\_\_