



# Corporate Express

A better way to do business

## Corporate Express Australia Pty Limited

A member of the Staples Group

ABN 94 000 728 398

# Application for Commercial Credit Account

# CREDIT APPLICATION



Quality  
ISO 9001  
SAI GLOBAL

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Mascot NSW 2020  
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**QUEENSLAND**  
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**SOUTH AUSTRALIA**  
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11-13 Indama Street  
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**WESTERN AUSTRALIA**  
State Office  
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**TASMANIA**  
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120 Campbell Street  
Hobart TAS 7000  
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**NORTHERN TERRITORY**  
State Office  
63 Coonawarra Road  
Winnellie NT 0820  
Ph: (08) 8922 4224  
Fax: (08) 8922 4294

## THE APPLICANT

### Information to be typed or in clear legible handwriting

Name of Applicant/or Trustee: \_\_\_\_\_

ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Registered Company  Partnership  Sole Trader  Govt Department  Trustee  Other Incorporated

Full Trading Name: \_\_\_\_\_ ARBN: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

Full Trading Address: (No PO Boxes) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
POSTCODE: \_\_\_\_\_

Address for Invoicing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
POSTCODE: \_\_\_\_\_



Date Business Established: \_\_\_\_\_ Number of Office Staff: \_\_\_\_\_

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

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

Purchasing Email Address: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_

 (Landline only) \_\_\_\_\_  \_\_\_\_\_

Accounts Payable Email Address: \_\_\_\_\_

Receive Statements by (Circle one only):      **EMAIL**      **FAX**

Average Monthly Requirement (Supplies) \$ \_\_\_\_\_ Initial Purchase Amount \$ \_\_\_\_\_

Full Name and Private Address of Directors/Proprietors/Owners:


1. \_\_\_\_\_


2. \_\_\_\_\_

3. \_\_\_\_\_

Issued Capital: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Trade References:

1. \_\_\_\_\_  \_\_\_\_\_ Years Trading with them: \_\_\_\_\_

2. \_\_\_\_\_  \_\_\_\_\_ Years Trading with them: \_\_\_\_\_

3. \_\_\_\_\_  \_\_\_\_\_ Years Trading with them: \_\_\_\_\_

## TERMS AND CONDITIONS OF CREDIT

1. The applicant warrants that the information provided is accurate, correct and complete and is supplied for the purposes of obtaining credit.
2. The person/s signing below warrants that he/she is duly authorised by the Applicant to apply for credit and execute this Application on their behalf.
3. The Applicant agrees that it is not entitled to any credit facilities until it receives notice in writing from Corporate Express Australia Pty Limited, ABN 94 000 728 398 ("Corporate Express") stating that credit facilities have been given and confirming the terms and conditions upon which such credit facilities are given. Until the Applicant receives such notice, any products and/or services that are supplied by Corporate Express to the Applicant will be on the basis of payment up front.
4. The parties agree that, if prior to formally approving credit, Corporate Express grants to the Applicant time to pay for any products and/or services supplied, it does so on these terms and conditions.
5. In the event of Corporate Express granting credit facilities to the Applicant then:
  - a) All accounts are to be settled in full within the agreed trading terms noted on the Corporate Express statement and/or invoice. Credit facilities may only continue if payment is maintained in accordance with those agreed trading terms.
  - b) Should the Applicant default in making any payment in accordance with the agreed trading terms, then all monies owing to Corporate Express shall immediately become due and payable. Corporate Express shall be entitled to charge interest at the rate of 1.5% per calendar month on all overdue amounts from the date due for payment until the date of actual payment.
  - c) Any expense and/or costs or disbursements incurred by Corporate Express in recovering any outstanding monies including debt collection agency fees and legal costs shall be paid by the Applicant.
  - d) It is expressly understood and agreed that this credit arrangement may be terminated at any time by Corporate Express. In that event, all monies owing to Corporate Express will be immediately due and payable.
  - e) Corporate Express may at any stage during the continuance of the credit arrangement impose as a condition precedent to the grant of further credit that the Applicant give such security or additional security or information as Corporate Express shall in its discretion think fit and in a form acceptable to Corporate Express. Corporate Express shall be entitled to withhold supply of goods or further credit until such security or additional security is obtained.
6. **TRUSTS**

Where the Applicant is a trustee, the Applicant warrants that it is the only trustee of the trust and will remain trustee of the trust, it is not aware of any action having been taken to remove it as trustee of the trust, it has the power under the trust deed to enter into and observe its obligations under these Terms and Conditions of Credit and the assets of the trust shall be available to meet payment of any monies due and owing to Corporate Express.
7. **CHANGE OF OWNERSHIP/PARTICULARS**

The Applicant will notify Corporate Express no later than 14 days after any change of ownership, change in particulars, any alteration or addition to shareholders or directors, and any change, alteration or addition in the Applicant's internal structure and senior management.
8. **PRIVACY STATEMENT**

The Applicant and any Guarantor consents to Corporate Express collecting, disclosing and exchanging personal information about them for the purpose of assessing the Applicant's or Guarantor's credit application, credit worthiness and credit information (including for the purpose of seeking information from a credit reporting agency and referees provided in this Application). The information which may be given includes particulars of the Applicant's and Guarantor's identities, the fact that the Applicant has applied for credit and the amount of such credit and information about any defaults by the Applicant. The Applicant and Guarantors further consent to Corporate Express disclosing information about the Applicant and Guarantors to its subsidiaries, parent company agents and advisers. Customer information may also be used by Corporate Express for account servicing and direct marketing purposes.
9. **LAW**

The parties agree that these Terms and Conditions of Credit shall be governed and construed in accordance with the laws of the State of New South Wales and the parties agree to submit to the jurisdiction of the Courts of that State.
10. **TERMS AND CONDITIONS OF SALE**

Corporate Express' Terms and Conditions of Sale, a copy of which is located at [www.ce.com.au/Term&Conditions](http://www.ce.com.au/Term&Conditions), is incorporated into these Terms and Conditions of Credit and shall apply in respect of all sales made to the Applicant.
11. **Acknowledgement**

By signing this Application, the Applicant hereby agrees that this Application, these Terms and Conditions of Credit and Corporate Express's Terms and Conditions of Sale form the agreement between the parties and are binding on the parties. This agreement will prevail over any subsequent document issued by the Applicant. If this Application is received in electronic format, it is constituted as an original document. **All numbered pages of Application must be returned to Corporate Express in order for this Application to be deemed complete.**

Signed for and on behalf of the Applicant \_\_\_\_\_

Signature \_\_\_\_\_

NAME \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## GUARANTEE & INDEMNITY

**To be completed. Signatures must be witnessed.**

In consideration of Corporate Express Australia Pty Limited ("Corporate Express") granting credit to the Applicant specified below ("the Applicant"), we the undersigned ("Guarantors"), hereby unconditionally and irrevocably guarantee to Corporate Express the due and punctual payment of all sums of money, interest costs and damages which the Applicant may now or hereafter becoming owing to Corporate Express. We further agree that upon default by the Applicant to pay such money, interest costs and damages to Corporate Express when due, that we will pay the same to Corporate Express upon demand. However we agree that Corporate Express may make such demand upon us from time to time or at any time, whether or not demand has been made by Corporate Express on the Applicant. We further agree to indemnify Corporate Express against all losses and costs suffered as a result of each and every default by the Applicant and/or any default by us under this Guarantee & Indemnity. This Guarantee & Indemnity is continuing and joint and several and is a principal obligation. Our liability hereunder is absolute and shall not be affected by any other matter, indulgence, transaction, waiver, release, liquidation, lack of authority, power, delay, compromise or other arrangement granted to the Applicant by Corporate Express. By signing below, we warrant that we have obtained independent legal advice on our obligations under this Guarantee & Indemnity. We confirm our acceptance of and agreement to Corporate Express's Terms and Conditions of Credit.

The Guarantee & Indemnity is governed by the laws of New South Wales and the Guarantors submit to the jurisdiction of the courts of that State.

APPLICANT: \_\_\_\_\_

**SIGNED SEALED AND DELIVERED BY**

-----  
Name \_\_\_\_\_ } \_\_\_\_\_  
as Guarantor in the presence of \_\_\_\_\_ } \_\_\_\_\_  
Name of Witness

**SIGNED SEALED AND DELIVERED BY**

-----  
Name \_\_\_\_\_ } \_\_\_\_\_  
as Guarantor in the presence of \_\_\_\_\_ } \_\_\_\_\_  
Name of Witness

*"Privacy Statement: the privacy statement in Corporate Express' Terms and Conditions of Credit applies to all personal information collected during the credit application process."*

### OFFICE USE ONLY

**ACCOUNT MANAGER / SALES REPRESENTATIVE USE** (This section must be completed to enable account to be opened)

Branch / State / National Manager's Authorisation \_\_\_\_\_ Sales Representative \_\_\_\_\_  
**Invoice** Yes / No    With Goods     Weekly     Monthly     Consolidated   
**Delivery Docket** Yes / No    Priced     Unpriced     Courier Run \_\_\_\_\_

**NATIONAL CREDIT MANAGER USE** (This section must be completed to enable account to be opened)

Approved Yes / No    Credit Manager's Authorisation \_\_\_\_\_  
Credit Agency Report Yes / No    Credit Limit Approved \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
New Account Advice to Customer Yes / No

**SET UP BY IMPLEMENTATION**

Name ----- Date ----- / ----- / -----