

# Customer Details

**IMPORTANT: To become a Shamrock Craft customer you must provide a copy of your Certificate of Registration of Business Name (not ABN registration). This is Shamrock Craft policy and no exceptions will be made.**

Registered Business Name: \_\_\_\_\_

Trading Name (if different to above): \_\_\_\_\_

Business Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Owner/Director's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Agent's Name (if applicable): \_\_\_\_\_

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

Goods Delivery Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

Type of Business: please circle      **Retail Shop**      **Manufacturer**      **Wholesaler**  
Other (please specify): \_\_\_\_\_

Date Acquired by Present Owners: \_\_\_\_\_

How did you hear about Shamrock Craft: \_\_\_\_\_

I/We hereby accept the Terms and Conditions as shown below and declare that the information recorded on this form is true and correct.

Signature: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms and Conditions

The following Terms and Conditions of Sale are deemed to have been agreed to and accepted by customers upon placement of any orders for the delivery/supply of goods by Shamrock Craft Products Pty Ltd.

**Payment:** Goods will be supplied on a COD basis only. Shamrock Craft accept credit card (MasterCard, bankcard or Visa). **Pricing:** Prices charged are those ruling at the date of invoice. Due to constant changing prices and fluctuation in the value of the Australian dollar, prices will be subject to change without notice. However, should you require fixed prices we are able to quote firm prices for a period of 30 days. **Minimum Order Value:** On an economical basis (based on net value) below \$200.00 will incur a handling charge. **Delivery:** Free in to store for Melbourne metropolitan areas only for orders over \$200.00 net value. All other areas are freight forward. **Goods and Services Tax – GST:** Goods and Services Tax is additional to all prices. **Return of Goods:** Goods will only be accepted for credit if returned within 14 days of invoice date, otherwise no liability can be accepted. No stock will be accepted without a return authorisation. Please contact Customer Service for permission. **Return of Goods without Authorisation:** Return freight on consignment will only be accepted by Shamrock Craft Pty Ltd, where the goods have been incorrectly supplied or damaged in transit. Any freight charges that are not the responsibility of Shamrock Craft Pty Ltd will be recharged to the customer. Credit Claims: Please contact Customer Service for assistance immediately after you become aware of any damage, incorrect or short delivered goods. For a credit claim to be recognised Shamrock Craft must be notified with 14 days of invoice date.

## OFFICE USE ONLY

Have these photocopies been attached to this form?

(1) Business Registration Certificate

(2) Proof of Name and Address e.g. Driver's Licence

Staff member name:

Yes	No	Initials
Yes	No	Initials

Have you entered this customer onto:

(3) Business Manager Accounting System

(4) Freight Dispatch System

Yes	No	Initials
Yes	No	Initials



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