



# Reef Stationery and Computer Supplies

6 Zurich Road

Aeroporto

Kempton Park

Email: [admin@reefstationers.co.za](mailto:admin@reefstationers.co.za)

PO Box 1180

Kempton Park 1620

Telephone: 974-2830 Fax: 974-3863

## CONFIDENTIAL APPLICATION TO OPEN A CREDIT ACCOUNT

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

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

Registration No: \_\_\_\_\_ VAT No: \_\_\_\_\_

Accounts Postal Address:

Delivery Address:

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

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

Accounts E-mail address: \_\_\_\_\_

Buyers E-mail address: \_\_\_\_\_

Accounts Telephone No: \_\_\_\_\_

Buyers Telephone No: \_\_\_\_\_

Accounts Fax No: \_\_\_\_\_

Buyers Fax No: \_\_\_\_\_

Accounts Contact Name: \_\_\_\_\_

Buyers Contact Name: \_\_\_\_\_

Financial Director Contact Name \_\_\_\_\_

Buyers Birth Date \_\_\_\_\_

Type of Business: \_\_\_\_\_

Business Age: \_\_\_\_\_ (Years)

Approx. Monthly Purchases: R \_\_\_\_\_

No. of Administrative Staff: \_\_\_\_\_

Bankers: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account No: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Directors'; Partners' or Members' Full Names and ID Numbers:

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

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

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

Residential Addresses:

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

Phone: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Trade References: (Not Financial Institutions)

Name

Telephone No.

Account No.

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

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_

I, The undersigned \_\_\_\_\_ declare the above facts to be true and in my capacity as an authorised representative of the debtor, hereby make application for credit facilities with **REEF STATIONERY & COMPUTER SUPPLIES** and agree to the general conditions of sale which I have read.

Signed: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS OF SALE

- 1 The prices charged will be our standard list price as amended from time to time.
- 2 Prices ruling on the date of dispatch will apply.
- 3 Orders over R1 000.00 are no charge. Orders between R500.00 and R1 000.00 are subject to a service charge of R25.00. Orders between R00.00 and R500.00 are subject to a service charge of R45.00. Delivery method will be by road transport. Courier or freight charges to other areas will be for your own account.
- 4 Telephone orders will be treated as firm orders. Additions to orders can only be accepted if the original order has not been invoiced. Additions not received in time will be processed as separate orders and delivery charges applied if appropriate.
- 5 Ownership in respect of the goods sold by the seller to the purchaser from time to time is reserved to the seller until such time as payment of all amounts due, owing and payable by the purchaser to the seller from whatsoever cause arising, have been paid to the seller in full.
- 6 Payment of the invoices to be effected within 30 days from the end of the month in which the sale took place. The onus is on the purchaser to ensure that payment reaches **REEF STATIONERY & COMPUTER SUPPLIES** within the agreed period. No settlement discount will be allowed.
- 7 The purchaser shall be liable to pay interest to the seller on all overdue amounts at the maximum rate allowed by the law, payable and calculated monthly in advance.
- 8 In the event of the purchaser failing to make payment on due date of any amount due by it to the seller in terms hereof, then the full amount owed by the purchaser to the seller from whatsoever cause arising, shall forthwith and without notice become due and payable notwithstanding that the due date for payment thereof shall not otherwise have arrived.
- 9 For the purposes of all or any proceedings herein, the purchaser hereby consents to the jurisdiction of the Magistrate's Court otherwise having jurisdiction under section 28 of the Magistrate's Court Act of 1944 as amended, notwithstanding that the amount in dispute exceeds the jurisdiction of such court, in which event this clause shall be Magistrate's Court Act of 1944 as amended, notwithstanding the foregoing, the seller shall have the right as its sole option and discretion to institute proceedings in any other competent court which might otherwise have jurisdiction.
- 10 Unless expressly accepted by **REEF STATIONERY & COMPUTER SUPPLIES** in writing, any deviation from, or contradictions of, the conditions, in your order form, must be deemed to be and will be treated as inapplicable.
- 11 If any claim against the debtor is handed over to the attorneys of **REEF STATIONERY & COMPUTER SUPPLIES** for collection, the debtor will be responsible for the attorney's costs including collecting charges on an attorney and client scale.
- 12 It is agreed and acknowledged that any goods supplied in terms of an order placed with **REEF STATIONERY & COMPUTER SUPPLIES** and found to be defective will not form the subject of any claim for any damage or consequential loss from any cause whatsoever. Goods supplied in a defective condition will be exchanged provided that **REEF STATIONERY & COMPUTER SUPPLIES** are notified within 48 hours of receipt of goods.
- 13 Goods returned which have been correctly supplied in accordance with customers' orders will be subject to a R50.00 or 10% (whichever is the greater) handling charge. The company reserves the right to refuse such returns. Goods returned must be with prior agreement, sent back within 1 week of receipt and are received by us in the same condition as originally supplied in.
- 14 The signature of any employee of the debtor on a **REEF STATIONERY & COMPUTER SUPPLIES** delivery note, or the delivery note of any authorised independent carrier, will constitute delivery of goods purchased.
- 15 It is agreed that delivery promises are made in good faith. Late deliveries, however caused, shall not give rise to any claim for damages or consequential loss from any cause whatsoever.
- 16 Any latitude or allowance whatsoever which **REEF STATIONERY & COMPUTER SUPPLIES** may grant to the debtor, particularly with regard to the foregoing, will not be construed to be a waiver of any rights that **REEF STATIONERY & COMPUTER SUPPLIES** might otherwise have against the debtor.
- 17 The debtor chooses the stated business address shown on the Application to Open a Credit Account as his domicillium citandi et executandi.