

Please fax to 09 272 7539

<input type="checkbox"/> <input type="checkbox"/>	<h2 style="margin: 0;">Collection Request</h2> <p style="margin: 0;">✓ For Retrieval Returns</p> <p style="margin: 0;">✓ For New Lodgement</p>
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Customer Name	
Address	
Customer Number	
Division	
Contact Name	
Telephone Number	

Authorised Signature: _____ Date _____

Individual Files / Storage Box		Cartons	
Retrieval Return Please fill in File/box number	New Lodgement Please fill in File/box number	Retrieval Return Please fill in Carton number	New Lodgement Please fill in quantity

Please tick for URGENT collection	Please tick for NEXT DAY collection
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PO BOX 13448
ONEHUNGA
PH (09) 272 7113
FAX (09) 272 7539

APPLICATION FOR CREDIT

Trading Name: _____

Legal Name: _____

Limited Company: _____ Partnership: _____ Sole Trader: _____ (Other Tick One)

Postal Address: _____

Street Address: _____

Co.Registered Office: _____

Telephone Numbers: Bus: _____ Fax: _____

Director/Shareholders/Owners

Name: _____

Address: _____

Name: _____

Address: _____

Accountant: _____ Telephone: _____

Solicitor: _____ Telephone: _____

Trade References: (Not Cash On Delivery Accounts)

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Office Use Only

Accountant:	Date:	Approved By:
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TERMS OF TRADE

Payment is due 20th month following purchase. All transactions will be itemised on your monthly statement

Failure to comply with the above term will result in credit being suspended and Total Records Management Ltd retain the right to terminate any direct account.

I/We will pay you interest at the rate of 2.5% per month on all money owing after the due date for payment.

Property in the goods shall not pass to the purchaser until payment for the goods is received in full. Risk in the goods shall pass as soon as the goods are delivered.

In consideration of Total Records Management Ltd supplying goods on current account to

A duly incorporated company, we hereby jointly and severally guarantee to you the payment of all monies due.

For the purpose of the Privacy Act 1993 Total Records Management Ltd is authorised to collect and disclose to credit information organisations and other commercial organisations personal information about the customer its directors and shareholders when opening and maintaining the customers account.

Such personal information is collected by Total Records Management Ltd for the operation and maintenance of the customers account and failure to provide the requested information may mean that Total Records Management Ltd is unable to process the application.

Any individual about whom Total Records Management Ltd holds personal information has the right of access to and request correction of that information.

I hereby declare that the information given is true and correct and I agree to be bound by the above terms and conditions.

Name: _____

Signature: _____

Date: _____

Position: _____

Witness
Name: _____

Witness
Signature: _____

Witness
Address: _____