

# Trade Client Application Form

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*Would you kindly attach a copy of your Business Registration.*

## Business Details:

Business Name: .....

ABN: .....

Staff: .....  
.....

Years Trading: .....

Street Address: .....  
.....

Postal Address: .....  
.....

Phone: .....

Fax: .....

Mobile: .....

Email: .....

## Please provide primary business description:

.....  
.....  
.....

Estimated Value of inventory carried: .....

Do you carry Freight Insurance ? .....

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## Owners / Directors Information:

Name: .....  
Residential Address: .....  
.....  
Phone: .....  
Fax: .....  
Email: .....

## Trade References:

Company: .....  
Phone: .....  
  
Company: .....  
Phone: .....  
  
Company: .....  
Phone: .....

I have read and accept House of Collections terms and conditions of trading.

Applicant's Name .....

Signature .....

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Terms & Conditions of use of the online Trade Only Access Area.

Passwords and usernames for access to this area of the site are for the sole use of regular trade customers and are not to be divulged to non trade clients or any other party. Regardless of the trade clients markup / pricing structure to end consumers. Pricelists are to be read in conjunction with terms of sale. Pricelists are not to be forwarded to third parties. House of Collections Pty Ltd reserves the right to grant access and withdraw access to this area of the site at our sole discretion.

Terms & Conditions of Trading:

*Please note:* The following terms and conditions apply to orders for goods supplied by House of Collections only (e.g. Xavier Furniture / La Maison Qld distribution). Orders that are to be invoiced and supplied by companies we represent on an agency basis are subject to their own trading terms and conditions (e.g. Globe West).

### ***Ordering:***

Please fax, email or post your written purchase order with complete details. House of Collections does not acknowledge nor action verbal orders.

### ***Payment Options:***

House of Collections accept payment by direct deposit, EFTPOS and credit card (not including). Credit card transactions incur 2% surcharge (not applicable to Xavier Furniture orders). Cheques are not accepted without prior arrangement, goods will not be release until cheque funds are cleared. House of Collections do not offer accounts; we operate strictly pro-forma. Pro-forma invoice will be faxed or emailed once purchase order is received and processed. Full payment is required prior to collection or despatch. House of collections does not accept payment direct from your clients for orders under \$50000.

### ***Returns:***

House of Collections must be advised of any faults or damages within 7 days of delivery. It is the on-sellers responsibility to inspect goods and collect evidence (photos) of the complaint prior to reporting faults in writing. All returns are to be authorized at the discretion of House of Collection or the respective principal. House of Collections liability is limited to the product replacement not the freight or redelivery or other consequential occurrences.

### ***Cancellations:***

Order cancellations after 24 hours will incur 20% processing fee. Custom orders cannot be cancelled.

### ***Freight:***

Freight is the responsibility of the purchaser. Some principals will arrange freight as a courtesy. The purchaser remains responsible for any freight insurance.

***Collection of Goods:*** So that we may have goods ready and staff available please notify us when you wish to collect goods from our warehouse. If collecting bulky items from the showroom in person instead of arranging a carrier please bring someone to assist you, as due to occupational health and safety, showroom staff will not be able to assist you with heavy lifting into your vehicle.

### ***Loans:***

We encourage clients to first visit our showroom to inspect pieces. All loans will be authorized at the discretion of House of Collections. Some items are not made available for loan. On the odd occasion that a loan is authorized, a credit card number will be taken to cover the cost of the item or repair / cleaning of the item. Loan Agreement covering terms and conditions of the loan must be signed. It is the client's responsibility to return loaned items to the showroom.

### ***Showroom:***

Clients with appointments are treated with priority. It is preferred that you accompany your clients to the showroom. If you cannot please call to make an appointment for them on your behalf. Children are not encouraged to visit our showrooms. Any damages must be paid for in full.