



FutureManagers

SIYAFUNDA • SIYAKHULA

FutureManagers(Pty)Ltd

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FUTURE MANAGERS: CREDIT APPLICATION FORM

NB: Please complete all blocks relevant to your institution/business & write N/A in the blocks not applicable to you

Full name of business:				
Postal address:				
Physical address:				
Telephone number:			Fax number:	
E-mail address:				
Company/CK Registration No:			VAT number:	
Years in business:		Years at Current Premises:	Owned or rented?	
Name of bankers:		Account name:		
Account number:		Type of account:		
Branch name:		Branch code:	Years with this bank:	
Trade references: YOUR SUPPLIERS		1. _____ 2. _____	Contact numbers:	1. _____ 2. _____
Trade references: YOUR CLIENTS		1. _____ 2. _____	Contact numbers:	1. _____ 2. _____
Full names of owners/ directors/partners:		1. _____ 2. _____	Designation:	1. _____ 2. _____
Person responsible for accounts:		_____	Person responsible for orders:	_____

Have any of the above owners/ directors/ partners ever been liquidated or declared insolvent?

YES / NO

If YES please provide full details: _____

Comments: _____

Applicant's Declaration:
I, the undersigned, do hereby declare that all the details supplied above are true and correct at the time of signing, and that I am authorised to sign this document on behalf of the above-mentioned institution/business.

NAME (PLEASE PRINT): _____ CAPACITY: _____

SIGNATURE: _____ DATE: _____

FUTURE MANAGERS (PTY) LIMITED

TERMS & CONDITIONS OF SALE

One COPY to be kept by the customer, ORIGINAL to be completed and returned signed to
FUTURE MANAGERS (PTY) LIMITED:

ENQUIRIES AND QUOTATIONS

1. After receiving enquiries from customers, our Quotations are submitted and orders are only accepted subject to the terms and conditions that follow. These terms supersede any buyer's terms and conditions.
2. It is the responsibility of the customer to ensure that written details of goods to be purchased are correct prior to proceeding with the order.
3. Prices are quoted based on the catalogue prices prevailing at the time of the quotation. Prices are inclusive of VAT.
4. Orders in excess of four items are quoted and sold carriage/delivery paid. Orders for four or less items are quoted and sold subject to a standard postage charge of R50.00 per order.

ORDERS

5. Orders must be confirmed by a customer purchase order or written confirmation of acceptance of quotations. No supplies on account will be made without either a customer order or written confirmation of acceptance of quotation.
6. Please note that we strive to dispatch all orders within 10 (ten) days of receipt of a confirmed order, for purchases on account or receipt of pre-payment if a COD customer.

PAYMENT

7. Until a customer is granted credit terms, all orders must be fully pre-paid.
8. Customers to whom credit terms have been granted must comply both with the payment terms and credit limits imposed on their account.
9. FUTURE MANAGERS (PTY) LIMITED reserves the right to vary credit terms and limits in their sole discretion and any indulgence in this regard is not a variation of this condition of sale.

DELIVERY/CONTACT

10. All orders are delivered per customer instructions to the nominated delivery address. It is the customer's responsibility to ensure that any person accepting deliveries is authorised to do so and FUTURE MANAGERS (PTY) LIMITED will consider any signature for receipt of goods as sufficient proof of delivery.
11. Couriers used by FUTURE MANAGERS (PTY) LIMITED will provide their waybill and a packing slip or invoice issued by FUTURE MANAGERS (PTY) LIMITED. Customer signatures on either of these documents will be sufficient for proof of delivery.
12. All delivery times quoted are approximate and subject to change prior to delivery. If, for any reason delivery is delayed FUTURE MANAGERS (PTY) LIMITED does not accept liability for any consequential loss.

13. All deliveries must be signed for and checked by the customer. Any claims for short delivery or damaged goods **must be made within 24 hours of receipt of goods**, by telephone, followed by a written confirmation. Couriers waybills contain a request to count the number of boxes and check this agrees with the number of boxes delivered – any signature by the customer on the waybill confirms that this has been done.
14. All delivered goods remain the property of FUTURE MANAGERS (PTY) LIMITED until the account has been settled in full. Risk shall pass to the customer on delivery or attempted delivery.

RETURNS

15. FUTURE MANAGERS (PTY) LIMITED only accepts returns for credit provided that the learning material (books, packs, CDs) are returned within 30 (thirty) days of the date invoiced and the material is in a resaleable condition.
16. The delivery charges for any returns must be paid for by the customer.
17. If the goods delivered are incorrectly supplied by FUTURE MANAGERS (PTY) LIMITED, we will arrange for collection at our cost. Credit for the incorrect supply will only be passed once the learning material is received back into our stock.
18. If the goods delivered are as per order but the order was incorrectly issued, FUTURE MANAGERS (PTY) LIMITED will consider accepting the return of these goods, subject to the customer paying return delivery charges and a 10% handling fee on the invoiced value. Any subsequent supply of the correct goods will be at prevailing prices at the time of replacement and the re-delivery cost will be for the customer's account.

CREDIT FACILITIES

19. Credit facilities and payment terms will be granted at the sole discretion of FUTURE MANAGERS (PTY) LIMITED. By completing a credit application, customers agree to FUTURE MANAGERS (PTY) LIMITED conducting such credit checks as it deems appropriate and customers consent to such enquiries.
20. Once credit facilities are approved, customers are required to adhere to the limits and payment terms granted, failing which facilities will be reviewed and may be withdrawn or reduced and the customer informed in writing.
21. The decision to adjust credit facilities from time to time is at the sole discretion of FUTURE MANAGERS (PTY) LIMITED and any indulgences in this regard will not constitute a grant of extended facilities unless confirmed in writing by FUTURE MANAGERS (PTY) LIMITED.

These terms and conditions of sale constitute a contract for the sale of goods between the customer and FUTURE MANAGERS (PTY) LIMITED.

By signature below, the customer accepts these terms and conditions until amended in writing and signed by both the customer and FUTURE MANAGERS (PTY) LIMITED.

Customer: _____

Signed by: _____

Date: _____

Position: _____
Who warrants the authority to bind the customer

Invoicing details request form

CUSTOMER details for invoices and statements

Customer name -----
Postal address -----

Postcode -----
Contact person -----
Email address -----
Telephone number -----
Fax number -----
VAT registration number -----

DELIVERY ADDRESS (if different from above)

Customer name -----
Physical address -----

Postcode -----
Contact person -----
Email address -----
Telephone number -----
Fax number -----

Does your Company issue purchase orders? YES/NO

Any special instructions: -----

