



**J.E. BERGASSE & COMPANY LTD.**  
 Supporting you... with all your business needs!

## Application For A Credit Account

Please fill out the form completely, sign & return. Incomplete forms will **NOT** be accepted.

Please e-mail : [receivables@jebergasse.com](mailto:receivables@jebergasse.com)

**Name**

Legal name of the business, agency or Individual

**Attention**

The name of the Individual invoices will be addressed to

**Physical Address**

**Mailing Address**

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

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

City

City

Zip

Zip

**Phone** 758- \_\_\_\_\_

**Phone** 758- \_\_\_\_\_

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

**Business Registration #** \_\_\_\_\_

**VAT Registration #** \_\_\_\_\_

**Do you have an account with J.E. Bergasse & Company Limited?**

**Yes      No**

If yes, please provide your account number

\_\_\_\_\_

**Type of Organisation**

Limited Liability Company

Sole Trader

Partnership

Individual

Other (please specify)

**Officers**

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**Accounts Payable Contact**

Monthly statements will be emailed at this contact

Name \_\_\_\_\_

Title \_\_\_\_\_

Cell # \_\_\_\_\_

Email \_\_\_\_\_

**Authorised to Place Orders**

Name \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

**Credit Limit Requested**

**Do You require Purchase Orders?**

**Yes      No**

If yes, please submit a sample of your purchase order with this application

**Trade References**

Please supply two trade references which are not connected to yourself or your organisation

**Reference 1**

Contact \_\_\_\_\_  
Tel \_\_\_\_\_  
Email \_\_\_\_\_

**Reference 2**

Contact \_\_\_\_\_  
Tel \_\_\_\_\_  
Email \_\_\_\_\_

**Bank Reference**

Account Name \_\_\_\_\_  
Bank Contact \_\_\_\_\_

Account Number \_\_\_\_\_  
Email \_\_\_\_\_

**Terms & Conditions**

- 1      Payment terms are Net 30, goods and services must be paid within 30 days of the invoice date.
- 2      If payment is not made by the due date, the company shall be entitled to charge interest on the outstanding amount at the rate of 1.5% per month from the due date until the outstanding amount is paid in full.
- 3      You agree to pay any charges for correspondence issued in connection with the late payment of your account, and any legal fees and expenses incurred in the collection of the account.
- 4      Accounts will be closed immediately if any amounts remain outstanding for more than 30 days and/or the credit limit has been reached. The account will not be considered for re-opening until the outstanding amount has been paid in full.
- 5      J.E. Bergasse & Company Limited reserve the right to amend credit limits from time to time.
- 6      A statement of account will be issued at the end of every month. If a statement has not been received by the fifteenth day of the following month please email: [receivables@jebergasse.com](mailto:receivables@jebergasse.com)
- 7      Any discrepancies on the statement must be reported to [receivables@jebergasse.com](mailto:receivables@jebergasse.com) within fifteen (15) days of receipt. If no discrepancies are reported this will indicate your agreement with our statement.
- 8      J.E. Bergasse & Company Limited is not responsible for orders made or purchase orders signed by unauthorised persons.
- 9      Any sales returns must be within seven (7) days of delivery and supported by the original invoice. Any Special Order items may NOT be returned
- 10     Any warranties offered are those provided by the manufacturer. The company will assist in obtaining warranty cover on production of the original invoice.
- 11     You warrant that any original material provided for copying will not infringe the copyright of any third party. You will indemnify the company against claim.

**Signature**

Application Form must be completed and signed by an authorised officer

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**THIS SECTION IS FOR OFFICE USE ONLY**

Submitted by \_\_\_\_\_

Date submitted \_\_\_\_\_

Reference 1 \_\_\_\_\_

Reference 2 \_\_\_\_\_

Credit Recommended \_\_\_\_\_

Credit Approved \_\_\_\_\_