

# Aquaspec Pty Ltd T/a Boiling Point Services – Customer and Account Information

Details required for new and existing customer engaging Aquaspec Pty Ltd T/a Boiling Point Services.

Any tasks requested for new customers will be a tentative booking prior to this information being returned.

1. Customer Account Name – Preferred Trading name for Task Bookings.

# ABN No

2. Authorised Requestor – Contact name of authorised person on the account responsible for authorisation of any charges incurred.

This must be updated to our office for change of circumstances.

Name

Phone

3. Account and Billing Details – Please advise exactly how you wish your account to be named for billing purposes including address.

Name

Address

4. Communication Details – Please advise email address for invoices and statements.

This must be updated to our office for change of circumstances.

5. Preferred Payment Method – (Tick Box beside preferred method)

A Account ( Prior Approval Required ) Standard terms 7 days or otherwise negotiated.

B Credit Card – 1.5 % Surcharge within terms. If Overdue 1.75% (Government Issued Cards Exempt 0% N/A)

C COD

6. Invoices will be raised as per Customer Form Information supplied only and will not be split to multiple customers. Alterations may include a reprocessing and handling fee. ( Tick to agree )

7. Please advise if a PO, WO Number, Compliance Info or Vendor Information Registration Confirmation is required prior to registering and logging any service request. ( Required ) Yes No Customers own vendor requirements must be submitted before signing

8. Any issued invoices withheld for payment requiring alteration of information due to incorrect information supplied is the responsibility of the customer and not Aquaspec Pty Ltd T/a Boiling Point Services. ( Required - Tick to agree )

9. Aquaspec Pty Ltd T/a Boiling Point Services reserves the right to apply a 3 % per month on invoice total non-payment fee for any outstanding invoice not settled within our trading terms as agreed. ( Required - Tick to agree )

Aquaspec Pty Ltd T/a Boiling Point Services reserves the right and may include a \$20.00 Administration surcharge per invoice requiring Attention, Alteration or Reissue due to change of circumstances not advised at time of request. Any request to withhold this charge will need to be authorised by the Aquaspec Pty Ltd T/a Boiling Point Services Business Manager. ( Required -Tick to agree )

10. Any discounts applied including the waiver of Credit Card processing surcharge fees can be reapplied on any account settled outside our trading terms or negotiated arrangements. ( Required - Tick to agree )

12. Terms and Conditions are set down on our website for reference and further information. ( Required -Tick to agree )

[www.bpsq.com.au/terms-conditions/](http://www.bpsq.com.au/terms-conditions/) **Customers own T&C's cannot override this agreement with out prior arrangement only.**

13. Please provide any specific accounting requirements for logging tasks or issuing of invoices – IE Requested account terms, Format of invoices, Processing restrictions, Portal Updating etc.

I am the Authorised Customer or Officer to act on behalf of this account

Date

Name

Contact Number

Position

Contact Email

*Any box marked "Tick to Agree" must have a selection made. Please contact our office if any discussion or special arrangement is required*

**T** 07 3209 9922

**F** 07 3910 1048

**E** [accounts@bpsq.com.au](mailto:accounts@bpsq.com.au)

**W** [www.bpsq.com.au](http://www.bpsq.com.au)

Aquaspec Pty Ltd T/A Boiling Point Services

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