

SAMPLE CREDIT APPLICATION

YOUR COMPANY LOGO

ABC Hotel

ABN: 99 999 888 777

t: +61 2 9999 9999

m: +61 419 999 999

e: trade@abchotel.com.au

w: www.abchotel.com

Credit Application

Note: this document is to be used as a guide only. You should seek professional advice for your own business.

A credit policy allows inbound tour operators (ITOs) to work with you on an invoice basis, arrange payment after the visit. ITOs wishing to access credit terms (including being invoiced at the end of each month) complete your credit application form, allowing you to request and check references.

YOUR COMPANY DETAILS

Registered Name			
Trading Name			
Type/s	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Company <input type="checkbox"/> Association <input type="checkbox"/> Trust	<input type="checkbox"/> Inbound <input type="checkbox"/> Wholesaler <input type="checkbox"/> Industry	
ABN		ACN	
Parent Company			

PHYSICAL ADDRESS DETAILS

Number		Street Name	
Suburb / Province		Postcode	
Country			

MAILING ADDRESS DETAILS

Tick if same as above

Number		Street Name	
Suburb / Province		Postcode	
Country			

YOUR CONTACT DETAILS

GENERAL ENQUIRES AND RESERVATIONS

Contact Person			
Phone	Country Code ()	Area Code ()	Number
E-mail			

FINANCE

Contact Person			
Phone	Country Code ()	Area Code ()	Number
E-mail			

SAMPLE CREDIT APPLICATION

MARKETING

Contact Person	
Phone	Country Code () Area Code () Number
E-mail	

YOUR TRADE REFERENCES (Current supplier's information)

NAME	SUBURB	PHONE
1.		
2.		
3.		

COMPANY BILLING DETAILS

Billing Account	<input type="checkbox"/> Individual Bookings <input type="checkbox"/> Company
Payment Terms	___ Days
Payments Method	<input type="checkbox"/> Bank Deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Debit

ACKNOWLEDGEMENT

I hereby certify that the information contained herein is complete and accurate. This information has been furnished with the understanding that it is used to determine the amount and conditions of the credit to be extended. Furthermore, I hereby authorise the financial institutions listed in this credit application to be release necessary information to the company for which credit is being applied for in order to verify the information contained herein.

By signing this Credit Terms Application you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and ABC Hotel as set out in this request.

_____/_____/_____
Name Signature Date

Please complete, sign and return to trade@abchotel.com.au

Please note that this document is an example credit application. It is only a guide and the details are provided only as an illustration. It should not be taken, or relied upon, as financial or professional advice, nor should it replace any financial or professional advice you receive. You should seek financial or professional advice for your own business. The guide is prepared on the basis that the credit sought would not be regulated under the National Consumer Credit Protection Act 2009 (Cth). It is up to you to determine the creditworthiness of a potential credit applicant for the purposes of extending credit. It is advised, businesses are to conduct their own checks.