

**ACCOUNT APPLICATION FORM**

Registered name: \_\_\_\_\_ (“the Applicant”)  
 (Please select)  Sole trader  Ltd Company  Partnership  
 Govt Funded Educational Institute  Other \_\_\_\_\_  
 Trading Name: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Accounts Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Accounts Email Address: \_\_\_\_\_

*Please Note: all invoices and statements will be automatically sent to the nominated email address above*

Purchase Order Required: Yes  No  Business Activity: \_\_\_\_\_

**Ownership:** Please insert owner/s directors name in full

\_\_\_\_\_  
 Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**Personal Guarantee:** From a Partner, Sole Trader or a Company Director.

I, \_\_\_\_\_, (Print Name) of \_\_\_\_\_  
 (Address) \_\_\_\_\_ (Occupation) \_\_\_\_\_

In consideration of you granting a credit account to the Applicant, I HEREBY GUARANTEE, as a principal debtor, with all my present and future assets, the prompt payment of all monies payable by the Applicant to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Witness Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Witness Address: \_\_\_\_\_ Witness Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Trade References:**

Company Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Acceptance of Terms and Conditions of Trade**

I hereby apply to open a credit account **Vertical Horizonz NZ Ltd**. I have read and fully **Vertical Horizonz NZ Ltd's** terms and conditions of trade (see over) and agree to abide by them.

Name of person signing the application: \_\_\_\_\_  
 Position held: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (authorised signatory only) Date: \_\_\_\_\_

**Please complete and return to:**

**Vertical Horizonz NZ Ltd**, PO Box 15030, Tauranga 3144  
 or Email [accounts@vhnz.co.nz](mailto:accounts@vhnz.co.nz)

## TERMS AND CONDITIONS OF TRADE

### Supply of Information:

Credit Enquiries | Privacy Act 2020

I / We hereby make application for a credit account to be opened in the name of the applicant and authorise any person or company to provide Vertical Horizonz New Zealand Limited t/a **Vertical Horizonz NZ Ltd** with information regarding past, present and future credit worthiness. I / We further authorise **Vertical Horizonz NZ Ltd** to receive, hold and use the information contained in the application.

### Training Requests:

If you request training from **Vertical Horizonz NZ Ltd** and your training is confirmed, it shall constitute a binding contract and acceptance of the terms and conditions herein.

### Price and Payment:

Courses are invoiced at no less than the expected course numbers (as indicated on the confirmation letter) or unless otherwise agreed to by prior arrangement. Should more trainees attend than the expected numbers, they will be invoiced additionally at the per person amount.

### Cancellation and Postponement:

Notification of cancellation or postponement of training must be made in writing. Confirmed training cancelled or postponed by the client within **five (5)** business days but **no less than two (2)** business days of the course commencement date will be invoiced at 50% of the agreed course fee. Training cancelled or postponed by the client within **two (2)** business days of the course will be invoiced at the full quoted rate plus any associated costs that have been agreed to as listed on the confirmation letter.

### Non Attendance:

If course participants confirmed for training do not attend, they will be charged the 'Total Course Investment' fee shown on the confirmation letter. **Vertical Horizonz NZ Ltd** is cognisant trainees will have a valid reason for the above occurrences. In these particular circumstances, the reasons will be assessed and a compromise may be agreed upon between **Vertical Horizonz NZ Ltd** and the client.

### Payment Terms:

Invoices will be due and payable under terms of your credit arrangement with **Vertical Horizonz NZ Ltd**. Normal trading terms are accounts are payable **20<sup>th</sup>** of the month following training on all open public course, (unless other arrangements have been made). Closed course training will be invoiced after training.

**Vertical Horizonz NZ Ltd** may refuse to supply services to you or parties related to you if you fail to comply with any of your obligations under your signed credit agreement.

If you fail to settle your Account within your agreed terms, you agree to pay penalty interest at 6% per month until such time as all overdue monies have been paid in full. Further credit will not be considered until all overdue amounts have been paid in full. However, you may request further training on the condition that it is **fully paid prior** to commencement date. **Vertical Horizonz NZ Ltd** reserves the right to decline this request.

**Vertical Horizonz NZ Ltd** reserves the right to change the Credit Account Terms and Conditions at its discretion. You agree to pay all costs incurred by **Vertical Horizonz NZ Ltd** in enforcing or attempting to enforce your obligations under the Credit Account.

### Invoice queries:

Unless you give **Vertical Horizonz NZ Ltd** notice of any claim or query in relation to an invoice within 14 working days of the date on the invoice, you will be deemed to have accepted the invoice.

You must supply **Vertical Horizonz NZ Ltd** with all relevant information in relation to any query or claim in writing.