

CORPORATE ACCOUNT APPLICATION

This application provides the relevant information to assist us in giving you prompt & efficient service.

This is not an application for trading credit. Account terms must be negotiated directly with Appetite Catering

Please don't hesitate to let us know if you have any questions about filling out the application form.

SERVICE DETAILS:

Company Name: _____

Trading Name: _____
(if different from company name):

ABN: _____

Delivery Address:

Suburb _____ Post Code _____

Special Delivery Instructions : (i.e. rear lane access, security contact etc)

Billing Address:

Suburb _____ Post Code _____

Phone #: _____ Fax #: _____

Mobile : _____ Emergency phone # : _____

Email Address (for order confirmation): _____

Preferred Confirmation Method: phone fax email

Contact Name for Orders: _____

Contact Name for Accounts: _____

How did you hear about Appetite Catering ? (please tick or list)

- Referral.....
 Yellow Pages Ad Newsletter Website
 Other

TERMS & CONDITIONS:

> delivery fees

we offer **free** delivery within a 5km radius of the melbourne cbd for catering orders totaling \$50 or more. orders for less than \$50 or deliveries outside the 5km cbd radius will attract a \$30 delivery fee.

> hours of delivery

8am to 4.30pm monday to friday. deliveries outside these times where the total order is less than \$500 may incur a delivery fee of \$30. for functions & events delivery fees are included/waived in the quoted price.

> delivery times

the stated delivery time on your order confirmation is when we will attempt to deliver your order. if circumstances beyond the control of appetite catering (such as traffic congestion) cause a delivery to be delayed we will contact you where possible to advise of the delay.

> delivery access

if access to the delivery address is not available at the time of delivery, & our driver is not able to wait, your order may have to be redelivered at a later time which will result in a delivery fee. please always ensure access to your building is available

> order confirmation

faxed, emailed & online orders will be confirmed by return fax, email or phone. faxed, emailed & online orders are not confirmed until a return email, fax or phone call is made by one of our team.

appetite catering reserves the right to refuse orders

> order deadlines

all catering orders must be placed by 4pm of the day prior (for monday orders, 4pm friday). placing your order by 4pm the working day prior ensures your order will be made & delivered on time. orders placed after the 4pm deadline cannot be guaranteed until confirmed by one of our team.

at appetite catering we understand that occasionally you will need catering at very short notice, in this case appetite catering will do everything possible to assist, if this happens to you please call to discuss.

> order alterations

alterations to an order already placed must be received by 4pm the day prior. for functions & events - see specific functions & events conditions below

> order cancellation

up to 20 people - by 2.00pm the business day prior

for 20 to 50 people - 48 hours prior

50 or more people - see separate terms & conditions for functions & events below

note: confirmed orders that are cancelled inside the times above will be subject to cancellation charges equal to reasonable costs incurred by appetite catering in preparing your order.

staff charges may apply if staff are cancelled within 48 hours of a confirmed function.

> pricing

in the unlikely event of a seasonal or supplier shortage, & where the cost of supply for a particular item is significantly affected by means beyond the control of appetite catering, appetite catering reserves the right to alter or adapt a menu.

> gst

all menu prices are gst exclusive. gst is applied to all quotes, sales orders & invoices. gst does not apply to all items.

> payment

the following payment options are available

- company cheque
- visa, mastercard, bankcard
- cash on delivery

corporate accounts – net 14 days from invoice (unless an alternate arrangement is made with appetite catering)

functions & events – 30% deposit for confirmation, balance of estimated cost due 5 days prior

payment must be made on or prior to the due date specified on your invoice. overdue invoices attract a \$45 late payment fee. where a company policy means a payment cannot be made by the specified due date, please advise our office to make alternative arrangements.

> lost or damaged equipment

any lost or damaged equipment will be charged at replacement cost. please ensure any items left in your care are not misplaced or damaged as they will be charged for

> functions & events

all functions require a 30% deposit for confirmation (corporate accounts excluded)
full payment for the function must be made at least five days prior to the function
should the function be cancelled within five days of the function date the deposit is non refundable
should the function be cancelled after full payment & within three days of the function, then appetite catering will charge for costs incurred & refund the balance of payment less the deposit.

DECLARATION: I have completed the above information. I have read, signed & agree to the terms & conditions contained within this application form & have the authority to sign on behalf of the company named below.

Signed for & on behalf of

(company name)

By _____

(signature of person authorised to sign on behalf of the company)

(name of person authorised to sign on behalf of the company)

Dated: _____