**CaterSpot Credit Term Request Form**

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| **Registered Name of Business** | |  |
| **Business Registration #** | |  |
| **Registered Business Address** | |  |
| **Contact Person (you)** | Name |  |
| Email |  |
| Phone |  |
| **Finance/Accounting dept.** | Name |  |
| Email | * Send invoices directly to finance dept * cc finance dept when sending me invoices |
| Phone |  |
| **Billing Period & Credit Term** | | 1 invoice issued per order, sent to you with your order confirmation email (download link)  **14 days credit** |

**Terms and Conditions**

I/We hereby apply to you for the grant of credit facilities to us on the following:

1. I/We agree to notify you of any dispute or issues with the invoice, within **3 days** of receipt of the invoice
2. I/We agree to pay within the credit terms granted to us, from the invoice date. I/We further understand that we will be charged an interest rate of **3% per month on overdue** amount.
3. I/We agree that the amount of credit granted to me/us shall be limited to the amount stipulated by you in this application.
4. You shall be entitled to terminate my/our account by giving 7 days’ notice in writing and in such event the balance owing to you shall be paid with 7 days from the date of termination.
5. I/We shall notify you within 3 days if there are any changes in address or contact details.
6. I/We agree that you have overriding right to demand immediate settlement of all outstanding balance owing to you if any terms and conditions as stated above is not adhered to.
7. I/We have read and agreed to observe the aforementioned terms and conditions.

Authorized by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Instructions:  Complete and scan, complete with company chop.  Please send completed forms to [Finance@caterspot.com](mailto:Finance@caterspot.com) with the subject “Credit Application for <Your Company Name>”.  If you have any questions or concerns, please speak to our Finance team by emailing us at [finance@caterspot.com](mailto:finance@caterspot.com) .  Thanks! |