

Dear Supplier

To enable us to set up your entity in our system, could you please supply the following information:

Company/Entity name	
ABN	
Company Address	

PURCHASE ORDERS	
Contact name	
Telephone/fax nos	
Email address	

ACCOUNTS	
Contact name	
Telephone/fax nos	
Email address	

Our Payment terms	30 DAYS
No of persons employed in your organisation	
Description of goods/services being supplied	
Copy of liability insurance/work cover – please attach	

**PLEASE SUPPLY AND ATTACH BANK ACCOUNT DETAILS ON
YOUR LETTERHEAD AS A PDF.**