



Ph: 1300 346 443 Fax: (07) 3821 7498
PO Box 1099, Capalaba, QLD 4157
www.imagatec.com.au
info@imagatec.com.au
ABN: 72 072 451 711

Credit Card Request Agreement

Credit Card Authority to pay Imagatec Pty Ltd

I/We request and authorize; Imagatec Pty Ltd to arrange for any amount Imagatec Pty Ltd may charge to our nominated credit card shown below.

Your Details					
Company Name		ABN			
Trading As (Storename)					
Address					
Suburb/City		State		Postcode	
Contact Name		E-mail			

Credit Card Details			
Credit Card Type	VISA / MASTERCARD (circle applicable type)		
Name on Card			
Credit Card Number			
Expiry Date		CCV	

Commencement

Monthly and subsequent ongoing credit card charges will occur on the 21st day of each month.

Acknowledgement

By signing this Credit Card Request Agreement you acknowledge having read and understood the enclosed Terms and Conditions governing this agreement between you and Imagatec Pty Ltd.

Name		Date	
Signature			

Imagatec Credit Card Request Agreement Terms and Conditions

Our commitment to you

This document outlines our service commitment to you, in respect of the Credit Card Request arrangements made between Imagatec Pty Ltd (ABN: 72 072 451 711) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Definitions

Account – the credit card which we are authorized to arrange for funds to be charged.

Agreement – this Credit Card Request Agreement between you and us.

Business day – a day other than a Saturday, Sunday or a Public Holiday listed throughout Australia.

Charged day – the day that payment by you to us is due.

Credit Card payment – a particular transaction where a charge is made.

Credit card request – the Credit Card Request Agreement between you and us.

Us or we – Imagatec Pty Ltd (ABN: 72 072 451 711)

1. Initial Terms of Agreement and Drawing Arrangements

In terms of the *credit card request*, made between you and us and signed by you, we undertake to periodically charge your *account* for any and all goods or services provided to you by us. We will only arrange for funds to be charged to your *account* if we have sent to the address nominated by you a billing advice (Tax Invoice) which specifies the amount payable by you to us and when it is due.

If any *payment* falls due on a *non-business day*, it will be charged to your *account* the next *business day*.

The first and any ongoing *payments* under this *credit card request* will occur on the 21st day of the month for customers on monthly accounts and on a day of each week agreed between us and you for customers on weekly accounts.

2. Changes by us

We may vary any details of this *credit card request* at any time by giving you at least fourteen (14) days written notice. This notice will state the reasons for the changes and may include new amounts, a variation to the frequency of *payments* or a change to the *charge day* and/or any other changes to the initial terms. If you wish to discuss any changes we may make to these terms, please contact us on 1300 365 443 or in writing to the address specified in 8.1

3. Your Rights to make changes to this agreement

3.1 If you wish to stop or defer an individual *payment* you must notify us in writing at least 2 *business days* before the next *charge day*.

3.2 You may also cancel, suspend or alter the drawing date of the authority for us to charge your *account* at any time by giving us 14 days notice in writing before the next *charge day*.

3.3 If you need to advise us of changes to the *account* from which we are to charge, you must notify us in writing at least 2 *business days* before the next *charge day*.

4. Your Obligations

4.1 It is your responsibility to ensure that there are sufficient funds available in your *account* to allow a *charge payment* to be made in accordance with this *agreement*.

4.2 If there are insufficient funds in your *account* to meet the *charge payment*:

You may be charged a fee and/or interest by your *financial institution*;

You may also incur fees or charges imposed or incurred by us; and

You must arrange for the total payment to be made by another method or arrange for sufficient clear funds to be in your *account* by an agreed time so that we can process the *charge payment*.

You should check your *account* statement to verify that the amounts charged to your *account* are correct.

You must notify us if your nominated *credit card* is changed or cancelled.

If Imagatec Pty Ltd is liable to pay goods and services tax (GST) on a supply made by us in connection with this *agreement*, then you agree to pay us on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

5.1 If you believe that there has been an error in charging your *account*, you should notify us directly on 1300 365 443 and confirm that notice in writing with us as soon as possible so that we can resolve your query quickly.

If we conclude as a result of our investigations that your *account* has been incorrectly charged we will respond to your query by arranging with you to adjust your *account* (including interest and charges) accordingly. We will also notify you in writing of the amount which your *account* has been adjusted.

If we conclude as a result of our investigations that your *account* has not been incorrectly charged we will respond to your query by providing you with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in charging your *account* should be directed to us so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you may still refer it to your *financial institution* which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Your account

6.1 You should check:

Your *credit card account* details which you have provided to us are correct by checking them against a recent *account* statement before completing this *agreement* if you have any queries about how to fill in the *credit card request*.

7. Confidentiality

7.1 We will keep any information (including your *account* details) in your *credit card request* confidential. We will make reasonable efforts to keep any such information that we may have about you secure and to ensure that any of our employees or agents who have access to information about you do not make unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you; To the extent specifically required by the law; or For the purposes of this *agreement* to our financial institution to initiate the drawing from your nominated *account*. (including disclosing any information in connection with a query or claim).

8. Notice

8.1 If you wish to notify us in writing about anything relating to this *agreement*, you should write to Imagatec Pty Ltd, PO Box 1099, Capalaba, QLD 4157

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the *direct debit request*.

8.3 Any notice will be deemed to have been received two *business days* after it is posted.