

Fax: **(02) 9477-5392**

Account Code: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Email: \_\_\_\_\_

Please include your email address so we can update our database. Thank you.

Payment amount \_\_\_\_\_

Paying account balance  or invoices: \_\_\_\_\_

## Payment Option 1 - Direct Transfer

If you would like to pay your account by electronic transfer, please use the details below:

Account Name: Integrity Consultants Pty Ltd  
Bank: Commonwealth Bank, Park & Castlereagh Streets, Sydney NSW  
BSB: 062 018  
Account Number: 1011 4668  
SWIFT code: CTBAAU2S

Please ensure you include your Account Code as your payment description

## Payment Option 2 - Credit Card

Just complete the details below and fax to (02) 9477 5392

Card Type:  MasterCard  Visa  
Card Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_ / \_\_\_\_  
Name on card: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Option 3 - Cheque

Please make your cheque out to **Integrity Consultants Pty Ltd** and send it with this page to

**Integrity Consultants**  
46 Somerville Road  
Hornsby Heights NSW 2077

## Payment Option 4 - Cash

Please do **not** mail cash to us. We will only accept cash when it is delivered by hand to our offices at

46 Somerville Road  
Hornsby Heights NSW 2077

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*Please remember to complete your account details at the top of the page before faxing.*

# Integrity Consultants

## Customer Account Policy

This policy exists to explain Integrity Consultants' position regarding customer credit accounts. Integrity Consultants reserve the right to amend this policy at any time. Integrity Consultants also reserve the right to use its discretion when acting on any of the policies stated here.

## Customer Payment Methods

Integrity Consultants accepts payment by the following methods:

- Direct Deposit
- Credit Card - MasterCard and Visa only  
(we do **not** currently charge any additional fees for payments made by credit card)
- Cheque or Money Order
- Cash (by hand delivery only to our offices)

Information for all payment method details are included on our Customer Payment Form.

## Payment and Credit Allocation

We are unable to allocate your payments unless you specify the invoices being paid. Alternatively, if you specify that you are paying the account balance we will allocate the payment starting from the oldest active invoice.

All credits should refer to an invoice number and will be allocated to that invoice. Where an invoice has previously been paid, please specify an invoice that you would like the credit to be allocated against.

## Account Terms

An account statement will be issued during the first week of each month. Please review the statement and contact us immediately with any requests for invoices, or queries regarding any transaction. Our account terms are 14 days from date of invoice, but we understand that monthly cycles are commonplace. Where you make payments on a monthly cycle we would expect you to settle your entire account before the 15th day of the following month. You are of course welcome to pay your account earlier using the methods listed above.

## Account Credit Hold

Where an account moves into an aging bracket of 60+ days the account may be placed on credit hold. No orders will be fulfilled while an account remains on credit hold, and any existing services may be suspended without further notice. You must settle your account down to a 30-day balance for the hold to be lifted.