

As of - Saturday 15<sup>th</sup> September 2018

## SIGTEK TERMS OF TRADE

### PAYMENT

1. For work with a value over \$1,000 we may require a 50% deposit to be paid prior to work commencing
  - a. No parts or equipment required for the work will be ordered before this deposit is paid.
2. Some work may require a 100% pre-payment before any work commences or parts ordered.
3. Payment of final invoice must be made upon completion of work, this is a strictly adhered to policy.
4. No administrator usernames, passwords, encryption keys or management software will be provided until full cleared payment of final invoice is received. No exceptions.
5. If an unpaid invoice has been referred to a debt collection agency, Sigtek are under no obligation to perform any maintenance or repairs on equipment installed by us until the matter is resolved.
6. We accept Bank Deposit, Cheque, Credit/Debt Card, Money Order or Cash only.

### DEBT COLLECTION POLICY

1. At 10 days overdue we will send you a reminder letter
2. At 20 days overdue we will send another reminder letter
3. At 30 days overdue we will send you a **Letter of Demand**
4. At 45 days overdue we will engage a debt collection agency to recover the debt along with a 10% surcharge to allow for recovery costs

An itemised account of all charges, costs and disbursements will be provided on the invoice. If we incur any costs of collection, such as legal fees and collection agency fees etc., you agree to indemnify us for all such costs. These Terms of trade must be agreed to by you prior to commencement of sales transactions with Sigtek.

#### Bendigo Bank Details

Name: **Sigtek**  
BSB: **633000**  
ACCOUNT: **163800618**  
REFERENCE: **[invoice number]**

Make cheques & money orders payable to: **Sigtek**

Credit-Debt card or cash payments can be made with our portable payments system in person. Call 1800 870 544 to arrange a payment appointment.

Yours Faithfully

*Richard Brereton*     *Owen Rowe*

Richard Brereton & Owen Rowe  
Sigtek  
1800 870 544  
[info@sigtek.com.au](mailto:info@sigtek.com.au)