

Ten of Cups (PTY) Ltd

COD - Agreement

Customer Details / Company Details									
Name / Company:									
Phone:			Fax:			Alternate Phone Number:			
Cell:			E-mail:						
Registered Address:									
City:					Province:		Postcode:		
Postal Address:									
City:					Province:		Postcode:		
ID number :									
Company Registration number:									
VAT number:									
Vehicle Registration:									
In business since:									
Sole trader:			Partnership:		Limited liability:		Other:		
Delivery required		YES	NO	Function date:		-----/-----/2017			
Delivery Address:									
City:					Date of delivery:				
Collection Address:									
City:					Date of Collection:				
On site contact person receiving goods name:					Contact number:				
Accounts contact information									
Accounts Clerk /Liable person for account:									
Phone:			Fax:			E-mail:			
Banking details of Client for refund									
Bank name:					Account number:				
Bank Branch code:					Account holder:				
Alternative Contact Information									
Name:				Designation/Relation:					
Phone:			Fax:			E-mail:			

Ten of Cups (PTY) Ltd

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Agreement

1. Confirmation

* Orders are only confirmed once the signed Quote and a 50% deposit has been received

for COD client.

2. Payment

* Final payment plus a refundable breakage deposit (MINIMUM R250) to be paid 72 hrs

prior to delivery / office pick-up date. Deliveries will be cancelled otherwise.

Proof of payment needs to be forwarded to accounts2@tenofcups.co.za

* Unless account facilities has been arranged, all transactions are **strictly COD**.

Goods will not be released unless full payment plus refundable deposit has been received.

Banking details

Standard bank – Account number: 072 245 506
Stellenbosch 050610

Use quote/booking/contract number for reference when paying via EFT

We only accept Eft, Credit Card and Debit Card

UNFORTUNATELY NO CHEQUES OR CASH ACCEPTED.

3. Hired Goods

* Please carefully check the info on all documents, the event date, delivery, and collection. Double check that the numbers and equipment is according to your order.

* A wash-up fee will be charged for goods returned unwashed.

Except for Linen. Please do not wash linen.

*** ALL amendments needs to be received in writing ie email / fax and no later than 72 hrs prior to delivery / office pick-up.**

* All goods hired out are only guaranteed for the actual event. Whilst we will try and accommodate special requirements for early delivery, we reserve the right to alter delivery and collection times/dates.

*** We require confirmation of final numbers, 72 hours before delivery / office collection. No changes will be accepted 72 hours prior to delivery / office collection date.**

* If the date of function exceeds 6 months from date of quotation, please take note that the quotation might be subjected to change due to annual increase in costs.

* The client or an authorized representative needs to be present during delivery and collection of all orders. To check and sign all relevant documents. Ten of Cups take no responsibility for any losses / shortages if not checked by both parties.

*** Please note**, if you give permission to someone else to book/hire on your name, you will be responsible for all the goods and money payable if that particular person do not comply.

*** Please note**, unfortunately we can not deliver and collect at specific times. Delivery and collection will be between 8am and 5pm on the day of delivery and collection.

Please arrange accordingly.

* Clients will be liable for any losses and damages at full replacement cost.

* Transport fee does not include set-up and break-down

* Transport fee does not include public holidays/ Sundays/ After hours

* Business Hours: Mon - Fri 8am - 5pm. Sat 8am - 11:30am

*** PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE**

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4. Shortages and Damages

*If for any reason, goods are delivered faulty or not according to confirmed order, please contact the office the same day as delivery/office collection took place.

[Tel. 021 883 8328](tel:0218838328) / info@tenofcups.co.za

Goods will not be credited or replaced otherwise.

*Any shortages/damages need to be sorted out within 48 hours after the function took place.

Thereafter a shortage invoice will be generated and payable immediately. Shortages returned after the 48 hr period will be credited, but an additional hiring cost will be charged for since the day of the actual function.

*Please check all goods when received on collection from our office and on return, please allow sufficient time as we will first have to check the complete order and you must sign all relevant documents there after.

5. Cancellation:

Cancellation must be received in writing . The following cancellation charges apply

30 + days prior to event: 25%

15 days prior to event: 50%

72 hours prior to event: 100%

6. Refundable Deposit

EFT and Debit Card payments will be paid back into your account **within 14 working days** after goods has been returned and losses and damages has been sorted out.

Credit Card deposits can be refunded onto the card if given the option by the machine.

(Depends on the type of card)

Please note, if not put bankings details on this agreement Ten of Cups will not be laible for not refunding client. the deposit will be kept on the account as a credit.

Please ensure to supply us with the correct banking details.

7. Authority and Acceptance:

The parties whose signatures are affixed below agree to accept the terms and conditions stated with this agreement and warrant that the undersigned person are the authorized person.

Signed: _____

Print Name: _____

Date: _____