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VENDOR FORM

SECTION 1 – VENDOR REQUESTS		
☐ New Vendor	☐ New Branch	☐ Change Address
☐ Change Name/ABN	☐ Change Insurance Details	

SECTION 2 – VENDOR TYPE (must attach the following evidence for each type)		
☐ Supplier	☐ Subcontractor	☐ Consultant
☐ ABN Printout* / Link ☐ EFT details	☐ Invoice/L'head ☐ ABN Printout* / Link ☐ Insurance Cert. ☐ EFT details	☐ Invoice/L'head ☐ ABN Printout* / Link ☐ EFT details

* ABN Printout – refer to web address www.abr.business.gov.au and insert ABN or name

SECTION 3 – VENDOR DETAILS This section must be completed for ALL vendor types
Vendor Name: (Name on Invoice/Letterhead)
Legal/ Entity Name: (Pty or Pty Ltd)
Payee Name: (Name to appear on Cheque) If same as Vendor Name leave blank.
Previous Name/s:
Short Name: (20 characters Max)

OFFICE CONTACT DETAILS		ACCOUNTS CONTACT DETAILS	
Street Address:		Remittance Address:	
Town /Suburb:		Town /Suburb:	
State:	Post Code:	State:	Post Code:
Phone No:		Phone No:	
Fax No:		Fax No:	
Contact Name (Sales):		Contact Name (Sales):	
Remittance Email Address:			
Requested Payment terms: (To be approved by Astute projects or as per contract)			

SECTION 4 – SUBCONTRACTORS INSURANCE DETAILS (attach Certificate of Currency)	
Public Liability Insurance : Insurer's Name:	
Policy Number:	Expires
Workers Compensation : Insurers Name:	
Policy Number:	Expires:
Other Insurance – Type: Insurer's Name:	
Policy Number:	Expires

SECTION 5 – DIRECT DEPOSIT BANK DETAILS	
Account Name:	Bank:
Account Number:	BSB Number:

INTERNAL USE ONLY – AUTHORISATION DETAILS		
Entered by:	Date:	Approved by:

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