



FP002

DATE:

ITEM CODE:

INVOICE NO:

CUSTOMER AGREEMENT:

Customer: If an <u>organization</u>, the registered name: If an <u>individual</u>, the surname, initials and the full first name:	
Customer VAT number:	
Organization registration no: Or Customer ID no: Or Customer Passport no:	
Customer Postal Address:	
Customer full street address: (Domicilium citandi et executandi)	
Customer/Debtor's number at NWU: (If available)	
Customer official purchase order number:	
Is this invoice issued in terms of a signed contract or written agreement? (If so, please attach copy thereof or alternatively use the NWU's standard Memorandum of Agreement)	
Customer's account dept. contact person:	
Customer's contact number of above person:	
Customer email address:	
Customer telephone number:	

NWU full street address: (Domicilium citandi et executandi)	
NWU VAT Number	
NWU contact person:	
NWU contact person email address:	
NWU contact person telephone number:	
The following documentation is to be submitted with the application of a new customer:	Company registration documentation VAT Registration document ID Document Other:

Terms and Conditions

These terms and conditions are subject to the Signed Agreement and does not replace any part of the Agreement. Were a clause conflicts or appears to contradict the Agreement, the Agreement takes precedence.

1. Nature of product or service rendered by the **NWU** (Give a short description of the product or service):

2. The amount payable is made up as follows. The cost of the product or service rendered by the **NWU** is R_____ plus R_____ VAT. Total amount payable to NWU R_____
3. Tax Invoices will be issued for the product or service as described above and the invoices are payable within 30 days after invoice date, unless otherwise stipulated.
4. Interest on overdue amounts will be levied at a rate of 3% above the prime rate, calculated per annum.
5. All parties to this agreement acknowledge that this agreement is irrevocable and that it constitutes a liquid document.
6. The parties hereby consent to the jurisdiction of the magistrates' court notwithstanding the capital amount involved.
7. The parties agree that this agreement is held to be concluded at the place where the **NWU** concluded the agreement, notwithstanding the place where the credit receiver signed the agreement or where payment in terms of this agreement was affected or where the services in term of this agreement were rendered.
8. The parties choose their respective *domicilium citandi et executandi* the addresses listed herein above.
9. If the customer refuses or neglects to make payment as set out in paragraphs 2 and 3 herein above, then the **NWU** will be entitled to claim the full outstanding amount from the customer. The NWU will also be entitled to claim costs on a scale as between party and party. All amounts collected will first be set off against legal costs, and then against interest, and lastly against the capital amount due.

10. If the person who signs on behalf of the credit receiver acts in a representative capacity, this person guarantees and warrants that he has the authority to bind the customer on whose behalf he concludes this agreement.

Signed at _____ by and on behalf of the CUSTOMER (duly authorized thereto) on this ____ day of _____ 20__.

As witnesses:

1. _____

CUSTOMER

2. _____

Signed at _____ by and on behalf of the NORTH-WEST UNIVERSITY (duly authorized thereto) on this ____ day of _____ 20__.

As witnesses:

1. _____

NORTH-WEST UNIVERSITY

2. _____

Office use only	
OE Code (ex. 3310):	
Chart:	
Object:	
Account:	
Are you 100% sure that the above accounting string is linked on KFS?	
Item Code (if available): (If the item code does not exist yet, please contact PUK-Debtors to create one)	
Faculty/Department/School/Unit:	
Name of person requesting the invoice:	
Telephone number of above person:	
Responsible OU Head:	

It is very important to complete every field on the application form as all is required to create an invoice. If all fields are not completed the system will reject the transaction.

Compliance with the Financial Intelligence Centre Act, No. 38 of 2001, as amended (FICA)

When the client is a South African organization, the SARS VAT registration number is required and the name as displayed on the proof of registration will be used. If the organization is not registered for VAT, the organization's registered name would be used. When the organization is a foreign entity, the registered name would be used. In all cases proof of registration and VAT are a prerequisite.

When the client is a natural person and a South African citizen, a copy of their ID is needed. A valid South African driver's license or a valid South African passport is an acceptable alternative. If the client is a foreign person, then we need a copy of their valid passport or proof of date of birth if no passport is available.