

This schedule is a summary only of CSM's Terms & Conditions of Sale and Trade
Full Terms & Conditions and Application for Credit Account may be downloaded from our website:
www.csm-office.com.au or by calling our office 02 9540 2111.

Key terms are as follows:

Unit Prices	All unit prices exclude GST unless explicitly noted.
Quantity	This proposal is based on an order for all items. CSM reserves the right to change tender price and/or unit rates or lead times should the quantities vary from those originally tendered.
Lead Time	Will be as indicated in the quotation and is measured from receipt of order and approved account application. The exact lead time will vary according to factory capacity and CSM's approval process. Lead time excludes weekends, public holidays and RDO's. Lead time is manufacturing time only.
Delivery & Installation	All deliveries and installation works to be done during normal working hours, Monday-Friday and based on clear and uninterrupted access via goods/passenger lifts. Delivery and/or installation outside of normal working hours or requiring stair access will incur additional costs and CSM must be notified at the time of order placement.
Made To Order	As these products maybe made to order we are unable to accept cancellation at any point during manufacture. Any late modifications to the design are subject to progress of manufacture and may incur an additional engineering cost. Specially manufactured products are non-returnable.
Retentions & Liquidated Damages	No allowance has been made for defects liability periods, retentions, liquidated damages, consequential losses nor performance guarantees unless explicitly noted.
Site/Union Conditions & Allowances	No allowance has been made for any site specific allowances or Union Conditions.
Delays - Storage & Transport Costs	Storage and additional transport charges will apply if delivery is delayed by the client or its representative beyond the agreed delivery date, or should goods need to be redelivered where a site is not ready. Should the commencement date be delayed, it will be the responsibility of the client to provide storage facilities for the manufactured product. CSM can organise the storage facilities however full charges will apply for off-site storage and contractor fees. Any delays outside 7 Days will result in the client being invoiced for all manufactured material.
Title of Goods	Title and ownership of goods remain with CSM Office Furniture Solutions until invoice is paid and received in full.
Deposit	30% with order
Payment Claims	All payment claims are made under the Building & Construction Industry Security Payment Act 1999 NSW.
Payment Terms	Timing of payments and deposits will be as outlined in the quotation. Unless otherwise stated and agreed, the full amount including delivery, installation + GST shall be remitted by Direct Deposit prior to delivery. A Payment Option Form is attached. A Credit Account may be available only upon approval of a completed Account Application Form, which is available from our office or may be downloaded from the website. www.csm-office.com.au
Credit Card Payment	Credit Card payments will attract a fee of 2% in addition to total invoice cost.
Quotation Acceptance -	(Quote Ref:)

By signing below, the customer hereby accepts and agrees to be bound by the terms contained in this quotation and the Terms and Conditions of Sales on the website.

Please complete each section -

Company Name:		Date:	
Client Name:		Signature:	
Purchase Order:		Name:	