

DIRECT DEBIT REQUEST



[UOS]

our managed space. your office solution.

Ultimate Office Solutions Pty Ltd
ACN 092 611 259

CUSTOMER'S DETAILS IN FULL

I/We _____

Customer Name _____

ACN (if a company) _____

Address _____

Authorise and request Ultimate Office Solutions Pty Ltd (User ID no: 317634) ("Debit User"), until further notice in writing, to arrange for my/our account (as described in the Schedule below) to be debited as specified below, provided that if no amount is specified, the account may be debited with any amounts which the Debit User may properly debit or charge me/us through the Direct Debit System:

SCHEDULE

Details of account to be debited:

Note: Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution.

Account Name _____

Bank _____ Branch _____

BSB _____ Account No. _____

Direct Debit to commence on: **D D / M M / Y Y Y Y** and then, 1st business day of each month

Amount to be debited: \$ _____

Reason for Payment: Payment of Licence Agreement

ACKNOWLEDGEMENT

- I/We have read the Service Agreement attached and agree to its terms.
- I/We authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement.
- I/We confirm account details are correct and that this request is signed by required number of authorised signatories.

Customer Signature _____ Date _____

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Ultimate Office Solutions Pty Ltd ACN 092 611 259 ("Debit User") will initiate debit payments in the manner referred to in the Schedule.
2. Debit payments will be made when due. The Debit User will not issue individual confirmation of payments made.
3. The Debit User will give the customer at least 14 days' written notice if the Debit User proposes to vary details of this arrangement, including the amount and frequency of payments.
4. If the customer wishes to defer any payment or alter any of the details referred to in the Schedule, the customer must advise the Debit User via email to ian.noakes@uos.com.au or fax to 02 8233 6199.
5. Any queries concerning disputed debit payments must be directed to the Debit User in the first instance. Customers may obtain details of the claims process by contacting the Debit User on telephone 02 8233 6100 or email at ian.noakes@uos.com.au.
6. Direct debiting is not available on the full range of accounts at all financial institutions. If in doubt, the customer should check with their financial institution before completing this Direct Debit Request.
7. The customer should ensure that the account details given in the Schedule are correct by checking them against a recent statement from the financial institution at which the account is held.