



**Dynamic Office National**  
 Penlet Pty Ltd t/as Dynamic Office National  
 ACN 062 997 817 ABN 48 062 997 817  
 72 Whiting Street, ARTARMON NSW 2064  
**Ph:** (02) 9901 4030 **Fx:** (02) 9901 4322  
 Email: sales@dynamicofficenational.com.au  
**www.dynamicon.com.au**

**ADDITIONAL SITES - INFORMATION FORM**

Company/Trading Name \_\_\_\_\_  
 ABN Number: \_\_\_\_\_ ACN Number: \_\_\_\_\_

**Delivery Details**

Attention to/Receiver \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Delivery Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Special Delivery Instructions \_\_\_\_\_

**Purchaser Details**

Contact's Name \_\_\_\_\_  
 Job Title & Office Location \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 No. of Staff ordered for \_\_\_\_\_ Average Monthly Sales \$ \_\_\_\_\_

Above contact to be set up for web ordering YES  NO

Other please specify: \_\_\_\_\_

Do orders need to be approved? (Orders will not be processed by Dynamic Office National unless 'Approved'). If staff orders require approval, please provide approvers details;

Contact Approver Name \_\_\_\_\_ Title \_\_\_\_\_  
 Site Location \_\_\_\_\_  
 Contact Approver Phone \_\_\_\_\_ Contact Approver Fax \_\_\_\_\_  
 Contact Approver Email \_\_\_\_\_

Do you require spend limits YES  NO

**Accounts Payable Details – who will be in charge of paying account**

Contact's Name & Location \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Tick** if you would like Invoices to be **Emailed** to you  (i.e. unpriced docket will be sent with goods)

**Post** Statement to \_\_\_\_\_  
 Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Form Completed by \_\_\_\_\_ Office Location \_\_\_\_\_ Phone \_\_\_\_\_

**RETURN FORM VIA:** Fax: (02) 9901 4322 Email: sales@dynamicon.com.au

**OUR ACCOUNT DETAILS:**

**Preferred method of payment – Direct transfer**  
**Bank: ANZ Five Dock**  
**BSB: 012 291 A/C: 2526 49914**

(THE FOLLOWING IS FOR INTERNAL USE ONLY)

APPROVED	A/c No	DATE / /	CAT (UserField3)
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