



plate

Events & Catering



New Client Setup Form

Contact Information		OFFICE USE
Company / Contact Name		
Primary Person	Primary Person within the Company to Liaise with regarding Events/Orders	
	First	
	Last	
	Email	
Secondary Person	Optional - Secondary Person who may place bookings for Events/Orders	
	First	
	Last	
	Email	
Accounts	Accounts Payable Department or Manager	
	First	
	Last	
	Email	
	Phone	
Phone		
Fax		
Mobile		
Direct Dial		
Website		
Postal Address	Attention	
	# Street	
	City	
	State	
	Postcode	
Street Address	Attention	
ie Delivery/Event Address	# Street	
	City	
	State	
	Postcode	

Financial Details		OFFICE USE
ABN / ACN		
Invoices Due		
Credit Limit Contract	<input checked="" type="checkbox"/> None – Pre-payment 14 days prior <input type="checkbox"/> \$2,500 month min. spend / Payable in 7 days <input type="checkbox"/> \$5,000 month min. spend / Payable in 14 days <input type="checkbox"/> \$10,000 month min. spend / Payable in 28 days	

Please email back to *Plate Events & Catering*: admin@plateevents.com.au



p 0408 984 695 | e admin@plateevents.com.au | w www.plateevents.com.au | fb facebook.com/PlateEvents | ig @Plate_Events

