



smallPRINT Online Pty Ltd  
PO Box 8318, Station Arcade SA 5000  
General Enquiries: 08 8410 3555  
Fax: 08 8410 3011  
email: admin@smallprintonline.com  
www.smallprintonline.com  
ABN 72 755 971 048

## Account Application

Organisation:	_____		
ABN:	_____		
Street address:	_____		
	_____		
Postal address:	_____		
	_____		
Company Website:	_____		
Finance contact:	_____	Telephone:	_____
Email:	_____	Fax:	_____

<b>Administrator details</b>			
Admin contact:	_____	Telephone:	_____
Email:	_____	Fax:	_____
Preferred username:	_____	Password:	_____

### Tell us a bit about your organisation:

Are you a private or public RTO? \_\_\_\_\_

Total # of people in your organisation? \_\_\_\_\_ Total # of trainers in your organisation? \_\_\_\_\_

### What is the average number of training units you deliver each year?

Less than 2000       2001 - 5000       5001 - 10 000       10 001 +

### Scope

Business Services	<input type="checkbox"/>	Customer Contact	<input type="checkbox"/>	Community Services	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>	Hospitality, Tourism & Events	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Training & Assessment	<input type="checkbox"/>	Other	_____	Other	_____

## BONUS units on signing up

Pre-purchase a block of units upon sign up and receive a bonus 10% extra units credited into your account.

Bulk purchase	Receive	Price	Save*	Purchase
200 (\$14 each)	220 Credits	\$2800+ GST	\$500	<input type="checkbox"/>
500 (\$13 each)	550 Credits	\$6500+ GST	\$1 750	<input type="checkbox"/>
1000 (\$12 each)	1100 Credits	\$12000+ GST	\$4 500	<input type="checkbox"/>
2000 (\$11 each)	2200 Credits	\$22000+ GST	\$11 000	<input type="checkbox"/>

\*Based on our standard pricing of \$15/unit.

### Account Set up

\$150 + GST setup fee (or FREE with any bulk purchase of units upon sign up)

Your account set up includes

- Your organisation's logo and contact details uploaded into the system
- Assistance with embedding a login panel on your website
- Custom domain address <http://eLEARNING.YOURDOMAIN.com>

### Required information for account set up

Please send us your logo graphics to [graphics@smallprintonline.com](mailto:graphics@smallprintonline.com) as well as the details of the technical person responsible for your website.

<b>Tech Contact</b>			
<b>Name:</b>	_____	<b>Telephone:</b>	_____
<b>Email:</b>	_____	<b>Fax:</b>	_____

Payment will normally be made to **smallPRINT Online Pty Ltd** by:

Direct Credit to account: <b>Community CPS Australia: BSB 805 022 A/C 22474936</b> • clearly identify your organisation • include invoice number as reference when performing electronic transaction • forward a remittance advice by email when payment has been made to <a href="mailto:accounts@smallprintonline.com">accounts@smallprintonline.com</a>	<input type="checkbox"/>
Cheque	<input type="checkbox"/>

## Trading terms and conditions

### Account

Customers must request the establishment of a monthly account. Our policy in establishing accounts is:

- request completion of our Account Application Form for assessment
- smallPRINT Online reserves the right to withhold credit from any applicant without providing the reason

All accounts are payable within 30 days of receipt of monthly invoice. All outstanding payments will be forwarded to a collection agent. All fees for collections will be charged to the client.

### Prices

Prices detailed in our catalogue, order forms and website are recommended retail prices and subject to change without notice.

### GST

GST is applicable to all smallPRINT Online products and will appear on all invoices.

### Payment

Payment can be made by either:

- cheque
- electronic funds transfer

### Ordering

All orders are to be placed online.

### Refunds and Credits

All customers seeking a refund or credit for any reason should apply for approval from smallPRINT Online. This may be done by fax, phone or email.

Refunds or credits for incorrect ordering or in the event the customer has changed their mind must be advised within 7 days of purchase.

No refund or credit will be considered for Units where a student has submitted work for assessment.

### Copyright

Copyright on all material and all intellectual property residing in material on this website, including (but not limited to) graphics, book titles, text, layout, logos, trademarks and samples is owned by smallPRINT or smallPRINT Online unless otherwise indicated.

This means that you are not permitted in any way to reproduce, modify, translate, transmit, distribute, or use for commercial purposes material on this website or any part of it without obtaining written approval from smallPRINT or smallPRINT Online.

These terms are subject to the conditions prescribed under the Australian Copyright Act 1968.

---

**I agree to the terms and conditions of smallPRINT Online.**

I understand that to ensure continued supply:

- an invoice detailing all enrolments will be provided on a monthly basis
- payment is required within 30 days of date of invoice; all outstanding payments will be forwarded to a collection agent; all fees for collections will be charged to the client

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

smallPRINT Online Pty Ltd use only	Accepted <input type="checkbox"/>	Account #	Notified <input type="checkbox"/>	Date:
	Subdomain Created <input type="checkbox"/>	Entered in CRM <input type="checkbox"/>	Entered in MYOB <input type="checkbox"/>	