



Friends & Family Order Checklist

Customer Name: _____

Customer Membership #: _____

Account Manager: _____

Customer Details & Sales Order	Completed
Contact Name, Address, Phone Number, Delivery Address (If different to contact address)	<input type="checkbox"/>
Membership Number & Friends or Family Verification	<input type="checkbox"/>
Details of Product, Order Number, Quantity	<input type="checkbox"/>
Payment confirmed- Cash sales only- Cash, Credit Card, Direct Credit, Cheque	<input type="checkbox"/>
Customer Delivery Date Given	<input type="checkbox"/>
Sent and Received Order Form/ Terms & Conditions To/From Customer	<input type="checkbox"/>
Completed paperwork signed by both parties on acceptance of terms & conditions	<input type="checkbox"/>
<p>*Disclaimer: Account Manager <u>MUST</u> complete the above checklist in full and submit to the sales desk along with the Friends & Family Order Form</p> <p>If not completed, the order will not be processed.</p>	
In Case of Stock Delays	Completed
Customer contacted to confirm ETA or alternative product	<input type="checkbox"/>
New Delivery date and time confirmed with customer	<input type="checkbox"/>



**SHARP CORPORATION
OF NEW ZEALAND LTD**

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P.O. Box 12244, Penrose, Auckland
Telephone: 09 573 0111
Facsimile: 09 573 0112
Website: www.sharp.net.nz

FRIENDS & FAMILY ORDER FORM

Customer Membership #: _____ Date: _____

Customer Name: _____ A/C Manager: _____

Person Purchasing: _____

Delivery Address: _____

Suburb: _____

Town/ City: _____

Contact Number: Daytime: () _____ Mobile () _____

Requested Delivery Date: ____/____/____ (Monday to Friday Only)

NOTE FOR DELIVERY: PLEASE PHONE PRIOR TO DELIVERY

Note: Signatures are required on receipt of delivery. Should address be unattended at the time of delivery a \$50 penalty fee will be charged and redelivery will need to be arranged with Account manager.

Order:

Model Number	Quantity	Unit Value	B/O
		GST	
		TOTAL	\$

The customer agrees to purchase and Sharp Corporation NZ Limited agrees to accept this offer subject to the terms and conditions printed on the reverse hereof.

Payment Details

1. Cash Total \$ _____

2. Cheque Total \$ _____

3. Credit Card
 Visa Mastercard

Card Name: _____

Card Number: _____

Expiry Date: _____

Accepted for and on behalf of the customer
 Signed

 Name: _____
 Title: _____ Date: _____

Accepted for and on behalf of Sharp Corporation NZ Ltd
 Signed

 Name: _____
 Title: _____
 Date: _____

CSC:
 SAP#: _____

Accounts:
 Payment Received: Y/ N Date: _____
 Released: Y/ N Date: _____

TERMS & CONDITIONS

Terms of Purchase

1. Payment is Cash, Cheque, Credit cards or Direct bank payment to the Sharp nominated account. Hire purchase, Lay Buy or Credit options not available.
2. Pricing at the time of print is at the most competitive rate offered exclusively to the Friends and Family program. If a product is found to be of a better price elsewhere, this is within the discretion of the seller and by no means of fault to the Friends and Family program pricing.
3. Pricing is subject to change without notice.
4. All orders require full payment prior to confirmation and delivery.
5. Sharp retains sole discretion for acceptance of any order.
6. There is a No Returns policy on all goods sold. All Goods should be checked on receipt for both obvious and suspected damage. Non-receipt or damage must be reported by the customer to both the carrier and to Sharp within (7) days from the date of delivery or the claim may be rejected by Sharp. Sharp will process all approved claims and forward replacements as necessary.
7. Purchases for personal use only and not for resale.
8. Sharp has the right to withdraw the Friends and Family program at its sole discretion without notice.

Warranty and Sales Conditions:

Products are warranted against faults in materials and manufacture for the specified warranty period from the date of original purchase. If service is required during the warranty period, please contact your nearest Sharp approved Service Centre. These repairs will be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair. This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim. This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale.

www.sharp.net.nz