**University Supplier Terms Variation Form**

The standard terms of trade for the University are 30 days from invoice date following the supply of goods or services by the supplier.

For a variation to the standard terms please complete the following information for consideration.

|  |  |
| --- | --- |
| **Date:**  |  |
| **Supplier Name:**  |  |
| **ABN/ACN Number:**  |  |
| **Terms required:**  |  |

|  |  |
| --- | --- |
| [ ]  | **Temporary change** |
| [ ]  | **Permanent change** |
|  |
| **WSU PO Number :** |  |
| **Invoice Number/s:**  |  |

**Reason for Change**

**Please Tick**

|  |  |
| --- | --- |
| [ ]  | **Contractual Obligations** |
| [ ]  | **Lease Agreements** |
| [ ]  | **Deposits required to secure a venue booking or to hold an order** |
| [ ]  | **Supplier Offers discount for early payment** |
| [ ]  | **Supplier is in the building/construction industry** |
| [ ]  | **Circumstances where only one supplier is available and the payment terms vary from the University’s standard terms of trade** |
| [ ]  | **Other – Please provide more details**  |