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**1090 Tynwald South Industrial Site Rich Khan Complex**

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**LAY-BY APPLICATION FORM**

**Applicant’s Details**

**Surname:…………………………… Name:………………………. ID:…………………………….**

**Address:…………………………………………………………………………………………………**

**Tel:........................................................ Cell:………………………Email:……………………………**

**1.Next of Kin Details**

**Surname:…………………………… Name:……………………….. ID …………………………….**

**Address:…………………………………………………………………………………………………**

**Tel:....................................................... Cell:……………………….Email:……………………………**

**2.Next of Kin Details**

**Surname:…………………………… Name:……………………….. ID …………………………….**

**Address:…………………………………………………………………………………………………**

**Tel:....................................................... Cell:……………………….Email:……………………………**

**3.Next of Kin Details**

**Surname:…………………………… Name:……………………….. ID …………………………….**

**Address:…………………………………………………………………………………………………**

**Tel:....................................................... Cell:……………………….Email:……………………………**

**The Lay-By account is subject to the following terms and conditions:**

1. **This scheme applies to chromadeks and accessories only**

 **AGREEMENT**

1. **You agree to:**
2. Buy the goods set out in the agreement per 1 above.
3. Pay for the goods by making regular deposits until payment of the full price
4. **Payment of the deposit and instalments**

 You understand and agree that:

 i) Lay-by Scheme only available for chromadeks, timber and associated products

1. Lay-by currency is in USD
2. Minimum lay-by order is US$500
3. The Scheme is open to both local and diaspora individual home builders
4. The duration for the lay-by is 6 to 9 months and an extension after 6 to 9 months will be subject to a price review

1. Price will be locked after payment of an initial deposit of 10% of the estimated quotation value
2. The balance is to be paid within 6 to 9 months and instalments are at customer’s discretion
3. Should the customer fail to pay within 6 to 9 months, the period can be extended and the customer will be quoted with a new price on the outstanding balance.

 xii) The price will be locked after payment of 1st instalment of the new quote

1. No interest is charged on the Lay-by account
2. In the event that the customer has failed to pay instalments within 6 to 9 months and does not desire for an extension, the company will refund the customer less 5% administration fee.
3. In the event of death, the next of kin (as indicated by the customer ‘s priority on the application form) can take over the scheme or company will refund the next of kin or as guided by Law, less 5% administration fee.
4. Goods will be available for collection within the shortest possible time of the final payment being made. Customers are encouraged to communicate their intention of full settlement in time. The Company will require 1 months’ notice to prepare the order.
5. **Delivery of goods**
6. Agreement of sale is only concluded upon payment of full purchase price
7. Goods will be available for collection within the shortest possible time of the final payment being made. Customers are encouraged to communicate intention of settlement in time. The Company will require 1 months’ notice to prepare the order.
8. The Company will require the following documents:

Certified copy of National Identity or Passport or Driver’s Licence

The Parties agree that this Agreement will be governed by, construed and administered in accordance with the Laws of Zimbabwe and all disputes, actions and other matters in connection therewith shall be determined in accordance with those laws.

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**I have thoroughly read and agree with the above conditions pertaining to this Lay-by agreement:**

**Customer Full Name: ………………………………………… Signature:………………………………….**

**Witness (Next of Kin)**

**Full Name: …………………………………………………… Signature:…………………………………**

**Date:………………………………………………………….**

**Key Account Manager:**

**Full Name: …………………………………………………… Signature:………………………………..**

**Key Account Rep**

**Full Name: ……………………………………………….… Signature:…………………………………**

**Date: ……………………………………………………….**

Customer’s Payment Record Slip

Goods as per Layby Sales Agreement dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Payment (deposit): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  **Invoice No.** **Receipt No.** **Balance**

**\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

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**Paid in full and goods collected on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Signature: Key Account Rep Signature: Customer