



Waikato Import Agencies Limited T/A The ToolShed

at Whangarei, Silverdale, Wairau Park, Henderson, Penrose, Takanini, Te Rapa, Hamilton, Mt Maunganui, Tauranga, Rotorua, Gisborne, Taupo, Hastings, Whanganui, Palmerston North, Petone, Nelson, Hornby, Oamaru, Dunedin, Woolston, Masterton and Invercargill.
PO Box 5225, Frankton, Hamilton 3242, Phone: 07 847 7141, E-mail: hoadmin@thetoolshed.co.nz

CONFIRMATION OF VENDOR / SUPPLIER DETAILS

Please ensure that you understand your requirements for maintaining accurate financial information and complete the form accordingly. I hereby confirm the following details are true and correct as at date _____ of this letter:

Legal Name	
Trading Name	
Postal address	
Physical Street Address (post code)	
E-Mail Address	
Contact Phone Number	
Contact Name	
E-Mail address for Remittances	
NZBN (or equivalent co. registration #)	
GST #	
Currency for Payment	
Payment Terms	20 th Month ☐ or End of Month ☐ Following Date of Invoice
Bank Account Name	
Bank Account Number	
Bank Name	
Bank Address	
Swift code: Relevant to overseas payments	
Deposit Slip attached; Bank confirmation letter attached	☐ Yes ☐ No

Approved by: Name: _____

Date: _____