



*Social Soul*

## **New Customer Policy**

### **Purpose of the Policy**

All new customers to the business must be reviewed and accepted in accordance with this policy.

### **Procedures**

#### **Choosing a New Customer**

A new customer must support our business with good credit quality and prompt payment.

For each new customer, the following information table must be completed before agreeing to services. All new customer files are to be set up in Xero with the following information:

- Contact details
- Business information, including ABN
- Address of customer
- Customer telephone number
- Customer email address
- Name of business contact

The following sales settings apply to all customers:

1. Sales account: 200 - Sales
2. Payment due: 14 days from invoice date
3. Discount amount: 1.5%
4. All Sales are GST-inclusive
5. New customers initially have a \$3000.00 credit limit, and invoices are to be blocked once the credit limit is reached