



To enable your Eftpos terminal/s to accept OrbitProtect cards of RSE workers, we will need you to provide the following information. With the Eftpos card system, once the card is swiped and the transaction is approved/accepted, it means that the policy is current and valid.

On a monthly basis, we will email you a summary of all the card transactions that went through your Eftpos terminal/s. Once you have cross-referenced the transactions and entered in your invoice numbers in the summary, kindly email it back to us in the same Excel format and we shall arrange payment to you by direct credit on the following month. You do not need to send in your paper invoices to OrbitProtect as completion of this monthly summary already serves as your consolidated invoice.

### **BUSINESS PARTICULARS**

Legal Name: \_\_\_\_\_

Trading Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone and Fax: \_\_\_\_\_

GST Number: \_\_\_\_\_

Eftpos Terminal ID/s: \_\_\_\_\_

### **ACCOUNTS RECEIVABLE CONTACT**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **BANK ACCOUNT DETAILS**

Account Number: \_\_\_\_\_

Upon completion, please fax to 03 379 0252 or email to [eileen@orbitprotect.com](mailto:eileen@orbitprotect.com).