

Syntech SA has implemented a payment policy which will ensure that orders are processed with the highest level of efficiency. Please follow the policy in order to minimise delays and contact our accounts department if you have any queries, details below:

Contact: Bernadette Rose
Tel: +27 (0) 21 593 0304 (ext 49)
Email: accounts@syntechsa.co.za

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COD Payments:

Kindly note that no invoices will be processed for COD accounts until payment has been reflected in the Syntech bank account.

Please ensure that all payments are transferred into the Syntech bank account held at the corresponding bank in order to minimise delays (details on page 2).

Syntech SA does not accept cheque payments.

Term Account Payments:

Kindly note that no invoices will be processed on customer accounts which have reached their credit limit or have an overdue outstanding balance.

Please ensure that all payments are transferred into the Syntech bank account held at the corresponding bank, in order to minimise delays (details on page 2).

Orders for Collection by Customer:

Accepted methods of payments:

- **Cash** (Exclusions: Cash payments are restricted to a maximum of R2000.00)
- **Credit/Debit Card** Master Card and Visa Cards accepted (Exclusions: Diners Club, American Express)
- **Electronic Fund Transfer (EFT)** Facilities available at Syntech Premises.
 1. Payment must be made into the account at corresponding bank (no goods will be released until the funds have cleared into our bank account)
 2. Recipient Reference: account number/sales order number
 3. Confirmation of payment must be mailed to accounts@syntechsa.co.za

Orders for Delivery by Syntech:

Accepted methods of payments :

- **Electronic Fund Transfer (EFT)**
 1. Payments must be processed and cleared before goods will be invoiced.
 2. Payment must be made into the account at corresponding bank (no goods will be released until funds have cleared into our bank account.)
 3. Recipient Reference: Please state **account number/sales order number** as your payment reference.
 4. Confirmation of payment must be mailed to accounts@syntechsa.co.za

5. No stock will be released prior to payment confirmation.
6. Our driver is not authorised to accept cheque and cash payments from customers when delivering stock.

Banking Details:

Syntech SA holds accounts at all 4 of the major South Africa Banks. Payments are only registered once funds have cleared in the Syntech bank accounts. In order to ensure immediate transfer and clearance of funds, please ensure that payments are made into the Syntech bank account that corresponds to your bank account.

First National Bank

Account Name: SYNTECH SA
Account number: 62048067856
Account type: CHEQUE ACCOUNT
Branch Name: LONG STREET/GARDENS
Branch Code: 201709

ABSA

Account Name: SYNTECH SA
Account number: 4073095511
Account type: CURRENT ACCOUNT
Branch Name: CLAREMONT
Branch Code: 632005

Standard Bank

Account Name: SYNTECH SA
Account number: 240410513
Account type: CURRENT ACCOUNT
Branch Name: CLAREMONT
Branch Code: 25109

Nedbank

Account Name: SYNTECH SA
Account number: 1232140589
Account type: CURRENT ACCOUNT
Branch Name: NEDBANK HEERENGRACHT
Branch Code: 12320900

Please contact our accounts department on (021) 593 0304 with any queries.