



Credit Application Form

Address for invoicing purposes:

Full Company Name			
Trading / Invoice Address			
Town			
County		Postcode	
Telephone			

Please tick the relevant box below -

Limited Companies (please provide company registration and VAT numbers also)
 Reg VAT:

Private / Independent school

Local Education Authority / Government funded School

Charity (please provide registered charity number)
 No.....

Registered Office Address (if different from above)	
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Full Names of Proprietor/ Partners/Directors	1		3	
	2		4	

If the company is Partnership or Sole Trader please fill in home address and telephone number overleaf

Bank Address			
Sort Code		Account Number	

Credit Limit Required	£	
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This box must be completed

Contacts	Name	Email
Accounts		
Buyer		
Office Contact		

I/we confirm that the above details are correct and if credit is granted, I/we undertake to adhere strictly to the conditions of sale and to settle my/our accounts promptly on or before the last day of the month following that in which the goods were despatched. (See over).

Name: _____ Signature: _____

Position: _____ Date: _____

CREDIT CONTROL USE – CREDIT APPROVAL					
Sales Approval	Date	A/C Number	Credit Limit £	Date	Credit Approval

Sole Trader or Partnership Home Address:

Telephone Numbers:

TRADE ACCOUNT PAYMENT TERMS - NET MONTHLY

Standard Terms Unless Otherwise Agreed

Payment of invoices becomes due on receipt of our invoice. Payments not made in full by the last day of the month following the month of invoice will be regarded as 'overdue'. Payments received will be first set against any Credit Surcharges owed and only items will be set against Invoices, commencing with the oldest invoice. Carriage and VAT are strictly nett.

Title To The Goods

Goods supplied by the Company is on an 'ALL MONIES' basis and the title to the goods does not pass to the purchaser until the account is paid for in full and reached a nil balance.

Credit Surcharge

Sums which are 'overdue' and have not been paid by the end of the month after the month of the Invoice will be surcharged at the rate of 1.5% (compound) per calendar month or part calendar month thereafter. We understand and will exercise our statutory rights to interest under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to agreed credit terms.

Quality

We reserve the right to use alternative materials when we find that they are more suitable or necessary.

Notification of Delivery

Notification of delivery via a third-party carrier will be charged on top of the standard carriage charge by an extra £20 per order. This is a special request and agreement must be sought from our sales office.

Non-delivery or Damage

If goods are not received within 10 days from date of invoice, we must be notified immediately in writing, otherwise no responsibility can be accepted. Damaged or part delivery must be advised within 3 days of receipt of goods.

Returns

No goods can be accepted back for credit without permission from our sales office. A minimum of 20% handling charge will apply depending on the condition the goods are received back in. If the goods are to be collected, a minimum carriage of £25 will apply. This does not apply where there is a justifiable complaint against the quality of the goods. Customers incorrectly refusing a collection will be subject to additional minimum charges of £25 per refusal.