

ACCOUNT APPLICATION FORM

Date.....

1. Company Details

Company.....	Delivery Address (if different).....
Invoice Address
.....
.....
Post Code.....	Post Code.....
Main Tel.....	Tel.....
Fax.....	Fax.....
Date of Incorporation.....	Web Address.....
Company Reg. No.....	VAT Reg. No.....
Credit limit required..... (per month)	

2. Contact Names

Purchasing:

Title..... Name.....	Tel..... Fax.....
Position.....	Email.....
Title..... Name.....	Tel..... Fax.....
Position.....	Email.....

Accounts:

Title..... Name.....	Tel..... Fax.....
Position.....	Email.....
Title..... Name.....	Tel..... Fax.....
Position.....	Email.....

3. Payment Details

Preferred method of payment Bacs Cheque Other (please specify).....

Name of Bank.....

Sort Code..... Acct No.....

4. Trade References (non stationery suppliers please)

Company..... Company.....

.....

Contact..... Contact.....

Tel..... Tel:.....

Fax:..... Fax:.....

Total Annual Purchases:..... Total Annual Purchases.....

What to do now:

- Print, sign and date this form and also the terms & conditions;
- Attach a copy of your company letterhead;
- Fax to 01342 892822

We will contact you when your account has been accepted.

Signed..... Print.....

Position..... Date.....

Internal Use Only

Initial / date

1	Account setup:	Date & time:	Vision Goldmine	Rep:	
2	Discounts/Contract:	Main:	5 Star:	Contract. No:	
				Expiry date:	
3	Credit Check: (circle appropriate)	Ltd? Yes/No	Attached: Yes/No		
4	Welcome Letter: (circle appropriate)	Emailed	Posted	Faxed	
5	Approved and Filed: (By YP only)				
	Notes:				

Terms & Conditions of Sale

- Credit account terms are strictly 30 days nett from date of invoice.
- Late payment may result in your account being on hold until overdue payments are received.
- Overdue accounts are subject to interest at 2.5% per month or part thereof.
- Any account queries must be referred to our accounts department within seven days of the invoice date to qualify for credit.
- Title ownership of all goods remains with ONE to ONE until full and cleared payment is received.
- ONE to ONE may reclaim any goods' sold at any time to the customer, to the full value of any outstanding debt.
- Prices are liable to change from time to time (without notice) in line with the effect of market trends on raw materials.
- Goods not required or found to be faulty on delivery must be returned to ONE to ONE within seven days to qualify for a full credit. Goods not required must be returned in original and undamaged packaging in re-sellable condition.
- Items can only be accepted for return with the prior consent of our sales office.
- Orders for non - stock or custom-made items must be made in writing and such goods are not returnable unless found to be damaged on delivery.
- Orders valued at £250.00 or over must be made with an official order number where applicable.
- To ensure that you are credited for items returned, our drivers and sales team will not uplift goods without a printed collection note from our office to be signed (by both your representative and ours) at the time of collection.
- Non delivery of custom made items will result in the customer being charged for storage and ONE to ONE will sell the goods to a 3rd party for the best cash price available and the customer will be liable for the difference.

A copy of this agreement must be signed and returned to ONE to ONE as acceptance of our terms and conditions.

Signed..... Print.....

Position..... Date.....