



Account Application

Your Details

Name	
Company (if Applicable)	
Address	
Telephone Number	
Fax Number	
Email Address	

Details of people able to place orders (please continue on separate sheet if necessary)

Name	Phone / Ext	Email

Details of where invoices should be sent

Name / Department	Details or As Above
Address	Details or As Above
Telephone Number	Details or As Above
Fax Number	Details or As Above
Email Address	Details or As Above
Special instructions	Whether PO need to be added, separate invoices for different departments etc. Continue on separate sheet if needed

Terms

- Invoices are sent monthly, at the end of each month
- Invoices can be settled by cheque or ideally BACS transfer – details are on the invoice
- Our terms are 30 days
- Minimum Order is £40.00
- Delivery Charge is £8.50 – Free to contract address for weekly contracts
- Relay Charge is £8.50 - National, and £11.50 - International
- VAT is added to all orders

Authorisation

Signed	Please ensure you are authorised to sign	Position	
Name		Date	