



## Customer Account Application

DEPOT \_\_\_\_\_

Customer number \_\_\_\_\_ (upon approval)

BUSINESS TYPE \_\_\_\_\_

MAIL OUT TO BE RECEIVED

Tick if required

### Part A: To be completed by all customers

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

Trading Address: \_\_\_\_\_ Invoice Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_

Tel no: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Fax no: \_\_\_\_\_ Contact name: \_\_\_\_\_

Bank name/address: \_\_\_\_\_ Account no: \_\_\_\_\_

\_\_\_\_\_ Sort code: \_\_\_\_\_

\_\_\_\_\_ Payment terms req: \_\_\_\_\_

\_\_\_\_\_ VAT no: \_\_\_\_\_

### Please provide full names and addresses of proprietors/ partners

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

Private Address: \_\_\_\_\_ Private Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Address (if less than 3 years) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Delivery Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deliver to this address Y  N

Telesales call day/time required: \_\_\_\_\_

\_\_\_\_\_

Delivery day required: \_\_\_\_\_

### Please provide the names and addresses of two trade references

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

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

\_\_\_\_\_

\_\_\_\_\_

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

Tel no: \_\_\_\_\_ Tel no: \_\_\_\_\_

**Part B: Limited Companies**

Company Name: \_\_\_\_\_  
Registered Office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reg no: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Directors name: \_\_\_\_\_ Tel no: \_\_\_\_\_  
Co Secretary: \_\_\_\_\_ *Please sign guarantee below*

In consideration of your having agreed at my request to supply the above Ltd company with goods, I hereby guarantee the payment to you of the price of all such goods as you may supply customer or on its behalf, and to indemnify you in all respect of loss, damage and costs which you may suffer or incur as a result of the customer failing to pay for such goods.

I agree that this signature is a continuing guarantee and security and that my liability under it shall not be limited or affected by your giving time or any other indulgence to the customer.

Signed: \_\_\_\_\_ (must be company director)  
Printed: \_\_\_\_\_  
Position: \_\_\_\_\_  
Private Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile no: \_\_\_\_\_

**Part C: To be completed by all customers**

Batleys Ltd reserve the right to withdraw credit and cheque facilities at any time.  
Goods will remain the property of Batleys Ltd until paid for in full.  
All claims for allowances or credits on invoices must be made within 48 hours.  
Delivery times quoted are estimates only and any failure to comply will not constitute any breach of contract.

We will make searches with credit reference agencies, which will keep a record of that search and may share that information with other businesses. We will also make enquiries about principle directors with the credit reference agencies.

If throughout your trading you form a Limited company you must inform the company and re-register. Failure to complete a new registration form will result in you being held accountable for any debt incurred.

Full terms and conditions can be found on our website: [www.batleys.co.uk](http://www.batleys.co.uk), and will be issued along with a welcome pack upon successful applications.

Please tick if you do not wish to receive email/text messages

I/we acknowledge and accept the companies terms of business and understand that should credit facilities be afforded to me/us the above terms must be adhered to at all times

Signed: \_\_\_\_\_ (must be director/proposer)  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Poistion: \_\_\_\_\_