

# Customer Application Form



Please complete ALL fields below

| Company Details         |  |                         |                                     |
|-------------------------|--|-------------------------|-------------------------------------|
| Contact Name            |  | Contact Tel.            |                                     |
| Company Name            |  | Company Reg. No.        |                                     |
| Full names of Directors |  | Trading Status (Circle) | Sole Trader / Limited Company / PLC |
| Trading Name            |  | Vat No.                 |                                     |
| Email                   |  | Tel No.                 |                                     |
| Website                 |  | Sales Agent             |                                     |
| Registered Address      |  |                         |                                     |
| Delivery Address        |  |                         |                                     |
| Vehicle accessibility   | The following vehicles can access our premises for delivery: Van <input type="radio"/> Lorry <26 foot <input type="radio"/> Lorry >26 foot <input type="radio"/> Artic <input type="radio"/> |                         |                                     |
| Opening Times           |  | Delivery Contact        |                                     |
| Nature of business      |  |                         |                                     |

| Invoicing Details                              |  |          |  |
|--|--|----------|--|
| Invoicing Address<br>(if different from above) |  |          |  |
|  |  |          |  |
|  |  |          |  |
| Account Contact                                |  | Position |  |
| Tel No   |  | Email    |  |

| Trade Reference (please complete for 2 trade references) |  |              |  |
|--|--|--------------|--|
| Company Name   |  | Company Name |  |
| Address  |  | Address      |  |
| Tel No   |  | Tel No       |  |
| Email  |  | Email        |  |

I understand that Comfizone Ltd may make a credit reference agency search and consent to such a search being carried out as a basis for future trading.

|        |  |                     |  |
|--------|--|---------------------|--|
| Name   |  | Position            |  |
| Signed |  | Date of application |  |

# TRADING TERMS AND CONDITIONS AGREEMENT

In applying to trade we agree to the terms offered by Comfizone Ltd. We acknowledge that the goods and any other goods delivered by the seller to the buyer shall remain the sole and absolute property of the seller as a legal and equitable owner until such time as all money due to the sell has been paid to the seller.

Any queries or dispute of invoice is to be made in writing within 5 days of receipt of goods.

## **PAYMENT TERMS**

We operate a strict payment on delivery policy. We accept bank draft, credit card, bank transfer and cash as payment methods. Payment by cheque must be given prior approval. Please ensure all cheques or drafts are made payable to Comfizone Ltd.

DATA PROTECTION ACTS 1984 AND 1988 ("The Act") "All information held by Comfizone Ltd will only be used for the purpose registered under "The Act" including general business purposes, making credit decisions and marketing. You may write and ask for a copy of your details held by the company.

Note payment via Visa or MasterCard will incur a 1.5% transaction charge. Payment via American Express will incur a 2.5% transaction charge.

Where payment is made via bank transfer or cheque, all funds must be cleared in our account before the release of goods.

First orders will be on a pro-forma basis, and have a minimum order value of £1,000/€1,100. After this, payment on delivery basis, i.e. cash, credit card or BACS.

## **TERMS OF ACCEPTANCE**

I (we) certify that the above information is true and correct, and that I (we) can and will comply with your terms. I (we) hereby authorise you or your agent to investigate the references or other data furnished by me or by any other person regarding my credit responsibility if this application is accepted.

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

|                       |  |                     |  |
|-----------------------|--|---------------------|--|
| Agreed Credit Limit   |  | Agreed Credit Terms |  |
| Agreed Payment Method |  | Approved by         |  |
| New Customer Acc code |  | Customer notified   |  |
| Date                  |  | Signed              |  |