

Please enclose a sample of your Company Letterhead
This form should be completed in **BLOCK CAPITALS** using a ball point pen

If you are unsure of the contents of this document we suggest that you seek independent legal advice

Please fill in **ALL** sections and return original document along with your company letterhead to:-
ACCO Systems Limited, Unit 26 Tamworth Business Centre, Amber Close, Tamworth, Staffordshire B77 4RP

Company LTD PLC Sole Trader Partnership

Section 1 Business Details

Company Name				Tel:		Fax:	
Registered Address <small>(as registered with Companies House)</small>							
						Post Code	
Registered No.		Date of Incorporation		VAT Reg			
Invoice/Statement Address <small>(if different)</small>							
						Postcode	
Trade Address <small>(Main trading address)</small>							
						Post Code	

Web Address	http://www.	Company Approximate Annual Electrical Spend	£
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Section 2 Business Contacts

Purchasing Contact	Full Name		Tel:	
	Email Address		Fax:	
Accounts Contact	Full Name		Tel:	
	Email Address		Fax:	
Delivery Contact	Full Name		Tel:	
	Email Address		Fax:	

Section 3 Bank Details

Bank Name			
Address			
		Postcode	
Account Number		Sort Code	

Section 4 Sole Traders & Partnerships

Sole traders & Partnerships **Must** Provide Full Name & Residential Address. If you have not been at your current address for more than 3 years, please also provide your previous addresses.

Full Name			
Address		Post Code	
		Date of Birth	
Is Property	Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	Leased <input type="checkbox"/>
Previous Address		Post Code	

Section 5 Trade References

We are unable to accept referees that are associated companies or direct competitors of ACCO Systems Limited

Trade Ref 1		Tel		Trade Ref 2		Tel	
Address		Fax		Address		Fax	
		Postcode				Postcode	
Contact Name		Email		Contact Name		Email	

Section 6 DECLARATION

I/we request credit facilities with your company. If given I/we agree to settle your account in accordance with your Conditions of Sale, a copy of which is attached. I note these include a retention of title clause. I/we agree to your credit terms and that payment is due on the 28th of the month following date of invoice ("the due date") or to any alternative terms agreed. I certify that I have checked the particulars on this form, and to the best of my knowledge and belief, they are correct. I also give permission to ACCO Systems Limited & any other member companies of the Mirrus Group to conduct a commercial/consumer credit search & future searches in line with the Data Protection Act (1998)

Print Name		Position	
Signature		Date	

Section 7 CONTINUING GARANTEE

PLEASE NOTE – If the customer is a limited liability company, sole trader or partnership established less than three years the continuing guarantee below **MUST** be signed by a director or secretary (in the case of a limited liability company) or equity partner (in the case of a limited liability partnership). It may also be required to be completed in other cases.

TO ACCO SYSTEMS LIMITED

In consideration of you agreeing to grant credit facilities to the company or limited liability partnership described above ("the company") I hereby unconditionally guarantee the due and punctual performance and observance by the Company of its obligations herein and under your Conditions of Sale overleaf, and agree to indemnify and keep you indemnified against any breach or non-observance thereof by the Company.

Print Name		Position	
Date of Birth			
Signature		Date	

ACCO Systems Limited, Office use only.

Branch Name:		Credit Ref:	
Account Manager:		Credit Limit:	
Application Date		Terms:	
Account ref:		Approved by:	

