

Geo. Spence & Sons Ltd. 105 Wellington Road, Leeds, West Yorkshire. LS12 1DX

SECTION 1A: COMPANY DETAILS

Full Company Name: _____

Address: _____

Postcode: _____

Company Registration Number: _____ Date of Company Registration: _____

Registered Office Address: _____

Website: _____ Postcode: _____

Contact Name: _____

Telephone: _____ Fax: _____

Mobile No. _____

Email address: _____

SECTION 1B: COMPANY ACCOUNT DEPARTMENT DETAILS

Accounts Contact Name: _____

Telephone: _____ Fax: _____

Mobile No. _____ VAT Number: _____

Email Address For Invoices & Statements: _____

Invoices will only be issued by email unless advised here: Hardcopy Invoice Required: YES / NO

Authorised Signatory: _____

Print Name: _____ Position in Company _____

SECTION 2A: NON-LIMITED COMPANIES or SOLE TRADERS & PARTNERSHIPS ONLY

Full Name: _____ Date of Birth: _____

Trading As: _____

Trading Address or Home Address (if trading from home): _____

Postcode: _____

If at this address for less than 3 years, please provide previous address: _____

Postcode: _____

Telephone: _____ Fax: _____

Mobile No. _____ Email Address: _____

Website: _____ VAT Number: _____

Email Address For Invoices & Statements: _____

Invoices will only be issued by email unless advised here: Hardcopy Invoice Required: YES / NO

Signature (must be signed by owner or proprietor, as named above): _____

Geo. Spence & Sons Ltd Use Only.		Credit Score: G / A / P	References Required: YES / NO	STORE
References Requested (date):		References Received (date):	1.	2.
Credit Limit: £	Account Number:		Date Account Opened:	

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SECTION 2B: PARTNERSHIPS ONLY

All partner's full names, addresses, dates of birth and signatures must be provided. Please continue on a separate sheet if necessary.

Partner 1 - Full Name: _____ **Date of Birth:** _____

Home Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Mobile No. _____ Email Address: _____

Signature: _____

Partner 2 - Full Name: _____ **Date of Birth:** _____

Home Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Mobile No. _____ Email Address: _____

Signature: _____

SECTION 3: TRADE REFERENCES

Please supply details for 2 trade references with whom you have traded for at least 12 months. Please note: You must provide Fax number or E-Mail for your trade references to help speed up the process.

Reference 1 - Name: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Website: _____ Email Address: _____

Length of Time Trading with This Company? _____

Reference 2 - Name: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Website: _____ Email Address: _____

Length of Time Trading with This Company? _____

SECTION 4: TO BE COMPLETED BY ALL CUSTOMERS

Please ensure an Official Letter Heading is supplied with this application. We will make a search with a Credit Reference Agency, who will record the search and will share that information with other companies.

To the best of my knowledge, all the information contained within this application is complete and accurate, and I have received, read and agree to Geo. Spence & Sons Ltd Terms and Conditions for Account Customers.

I wish to receive marketing information to the company contact details in section 1A by:

(please tick to indicate consent): **Telephone** **Email** **SMS** **Post**

Print Name: _____ Signature: _____

Position in Company: _____ Date: _____

1. Account Management and Conditions of Sale

- 1.1. The ownership of the goods supplied by Geo. Spence & Sons Ltd, [The Company] will only be transferred to The Account Holder [Account Holder] when payment in full is received by us. Where some of the goods supplied by the Company have been paid for and some have not; the Company shall be entitled to assume that any goods disposed of are those that have been paid for, and that any goods remaining are those for which payment has not been made.
- 1.2. Unless fixed prices have been expressly agreed by The Company the price payable by the Account Holder shall be the Company's ruling price at the date of purchase.
- 1.3. Prices are subject to a delivery charge where appropriate and are subject to the addition of VAT.
- 1.4. Payment is due by the end of the month following the month of purchase.
- 1.5. Overdue accounts carry interest at 3% above the base rate of HSBC PLC.
- 1.6. The Account Holder shall not be entitled to withhold payment of any sums due to the company by reason of any disputed claim of the Account Holder for defected goods or alleged breach of contract by the company. Without prejudice to any of its other rights
- 1.7. The company may terminate or suspend the contract with the Account Holder in the event of the Account Holder failing to make due payment for any goods or if any distress execution or other legal process shall be levied upon the Account Holder or if the Account Holder becomes insolvent or being a corporate has passed a resolution for voluntary winding-up or is subject to a winding-up order of the court or has had a receiver appointed.
- 1.8. The Company may terminate or suspend the contract with the Account Holder in the event of no sales made to the accounts for a period of 2 calendar years.
- 1.9. A credit limit may be applied to the Account. The Company may apply a credit limit without notification if payment is overdue per item 1.4.
- 1.10. The contract between the Company and the Account Holder shall be deemed to have been made in England and shall be governed in all respects by English Law. The Account Holder shall submit to the jurisdiction of the English courts.
- 1.11. Account Invoices will only be sent by email except where expressly requested in section 1A or 2A on the account application form.

2. Data Processing

- 2.1. The Account Holder consents to The Company storing the account application form for the period of the account being active and to The Company storing pertinent information provided, on The Company's IT system for the purpose of account management and business transactions.
- 2.2. The Account Holder consents to The Company contacting them by mail or e-mail, telephone or fax as provided in section 1 or section 2 for the purposes of maintaining the account and obtaining payment.
- 2.3. The Account Holder consents to The Company, or their selected credit agency, contacting the provided referees for the purposes of validating their trading credentials only.
- 2.4. The company will hold the data provided by the Account Holder during the application process [the form] and any pertinent data provided by the Credit Agency for a period of 3 calendar years after the account is closed (regardless of whether the account holder or The Company initiates closure of the account) or until all monies owing to The Company are paid in full, whichever is longer.
- 2.5. The Company will store all purchases made by the Account Holder electronically for a period of 3 calendar years from account closure.
- 2.6. In the event of an account application being deemed unsuccessful following credit agency checks; The Company will notify the applicant of their unsuccessful application by email or post. The account application form and associated credit search information results will be destroyed within 6 months of the credit reference agency's dated response.
- 2.7. The Company will not provide, share, or sell your data to any third party or individual, except for the purposes of establishing credit reference checks during account application as described in section 2.3 above and where required to do so by legislation or for financial accounting purposes.
- 2.8. All account transactional information will be treated as confidential by The Company and not disclosed to any party unless The Company is legally obliged to do so.

3. Procedure for Purchasing Goods on Account

- 3.1. The account holder or their representative will visit The Company and selects the goods required.
- 3.2. Goods must be added to the account at the cash desk prior to the goods leaving the premises.
- 3.3. An Purchase Order / Order Reference will be required for all purchases.
- 3.4. Purchase Orders can be telephoned, emailed or faxed to The Company in advance of the Account Holder arriving, or be provided in person.
- 3.5. The Account Holder's Authorised Signatory or their delegate, will sign the goods receipt document via The Company's screen signature facility with their full name and signature.
- 3.6. The Company will only store hard copy of purchase orders received for a period of 1 calendar year.