

OPENING A CREDIT ACCOUNT WITH US

Thank you for your interest in opening a credit account with us. We are a family owned, independent business with an excellent and well-deserved reputation for a vast stock range, detailed product knowledge and excellent customer service. We are pleased you are considering opening a credit account with us.

I attach the account application form and terms & conditions. Please complete this form and return it to us, either by email to accounts@geospence.co.uk or in hardcopy to the shop (marked for attention of Rhiannon Marshall) - whichever is easiest for you.

Once we receive your signed application form, we will complete a credit check which doesn't usually take long. Once this is complete, we will confirm your account is open.

Many of our account customers operate Purchase Order systems with us, and within reason we are able to accommodate most requests regarding PO. We can discuss your needs once your account is open but we find it useful to mention it at this point so we don't put you on the spot by asking when the account is open & you want to start using it!

Payment for accounts is within 1 calendar month of the invoices and we send invoices at the end of every month, along with a statement.

We can post or email your invoices & statements, although our preference is to send everything electronically. Our preference is for the account to be settled by BACs payment, although we will accept cash, cheques or credit card payments.

I hope you are pleased with the breadth and quantity of stock we carry but we have access to a vast quantity of other products through our specialist suppliers so if there is something specific you need, please don't hesitate to ask.

Equally, if there are items that you use regularly and want your teams to be able to collect frequently if you let us know we can arrange to carry specific stock reserved for you so that it is available when your teams need it, again please ask about this service so we can discuss your needs. Also, if you are buying bulk quantities of items, such as gloves, there is often a bulk quantity discount available – again please discuss your needs with us so we can assist you.

If you have any further questions, please don't hesitate to contact me.

Many thanks. Fiona.

Fiona Spence

Business Development Manager

Geo. Spence & Sons Ltd

accounts@geospence.co.uk

0113 2790507

Sales enquiries & customer orders: sales@geospence.co.uk

For Accounts management enquiries: accounts@geospence.co.uk

Please send remittance advice to: remittance@geospence.co.uk

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 The Bank of England.
- 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 adjust 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. The Account holder must provide The Company with up-to-date contact information for procurement and accounts and keep this maintained at all times. This includes providing information about electronic invoice processing, or overdue invoice systems which the Account holder may operate and expect The Company to use.
- 1.12. 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 in accordance with their GDPR policy (regardless of whether the account holder or The Company initiates closure of the account).
- 2.5. The Company will store all purchases made by the Account Holder electronically in line with their GDPR policy.
- 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 held and managed per their GDPR policy.
- 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. A Purchase Order / Order Reference will be required for all purchases unless the account holder advises The Company in writing that a Purchase Order / Order Reference is not required.
- 3.4. Purchase Orders can be telephoned or emailed 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 copies of purchase orders received for a period of 3 calendar months.

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

Authorised Signatory:

Print Name: Position in Company

SECTION 1C: PROCUREMENT INFORMATION This information enables us to resolve any queries with orders or collections promptly.

Procurement / Purchasing Contact Name:

Telephone No. Ext Mobile No

Email address

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

Your 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

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

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 E-Mail addresses 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:** _____