

Credit Account Application Form



Please complete all sections of this credit account application form. In order for us to open your account please sign section 7 confirming that you agree to adhere to the terms and conditions listed below. Completed forms should be returned to newaccounts@coresiteservices.co.uk

Section 1. Customer Details

Company Trading Name		Project Title and Location	
Trading Address (including post code)			

Registered Office Address (If different from above)			

Name of Account Contact		Telephone Number	
Position of Account Contact		Fax Number	
Email Address		Purchase Ledger Email	

Section 2. Company Information – Limited Companies – please complete

Registered Company Name		Company Registration Number	
Description of Business		Name of Parent Company (if any)	
Company VAT Number		Amount Applied For	£
Date of Incorporation		What Date will you Make Payment	
Number of Years in Business	[] Years / [] Months	How will you Pay	<input type="checkbox"/> BACS <input type="checkbox"/> Cheque <input type="checkbox"/> Card

Section 3. Partners / Sole Traders – please complete

(continue on separate sheet if necessary)

Proprietor/Director Name		Proprietor/Director Name	
Signature		Signature	
Description of Business		Amount Applied For	£
Company VAT Number		What Date will you Make Payment	
Number of Years in Business	[] Years / [] Months	How will you Pay	<input type="checkbox"/> BACS <input type="checkbox"/> Cheque <input type="checkbox"/> Card

Section 4. Details of Company Directors

Director Name		Director Name	
Director Address (including post code)			
Do you Hold Other Directorships	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no go to section 5)	Do you Hold Other Directorships	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no go to section 5)
Details of Other Directorships			

Section 5. Trade References

Trade Reference Company Name		Trade Reference Company Name	
Address (including post code)			
Contact Name		Contact Name	
Telephone Number		Telephone Number	
Fax Number		Fax Number	
Email Address		Email Address	
Association with Trade Reference	<input type="checkbox"/> Yes <input type="checkbox"/> No	Association with Trade Reference	<input type="checkbox"/> Yes <input type="checkbox"/> No

TERMS AND CONDITIONS OF CREDIT FACILITIES

1. Credit will not be granted until the application form has been fully completed and references taken up and reviewed.
2. Customers holding approved credit account facilities with this company will be required to settle their accounts on or before the 30th of the month following the month of the invoice.
3. Where the credit terms and/or credit limit are exceeded, we reserve the right to charge interest at a rate of 5% above the Barclays Bank plc base rate, accruing daily.
4. Failure to comply with these terms and conditions may result in the withdrawal of credit facilities and any sums outstanding will become payable, in full, immediately upon notice, the customer will also lose benefit of any previously agreed discounts or special terms.
5. The company reserves the right to withdraw credit facilities and demand immediate payment of all monies outstanding at their discretion.
6. Periodic reviews will be conducted to monitor account activity. Accounts that have not traded for 12 months will be reviewed. Continually late paying accounts will be closed. Accounts will only be re-opened after up-to-date application has been submitted and reviewed.
7. In the event of short delivery or any other grievance, the company should be notified within seven days from date of invoice/delivery. Failure to do so will result in that and future claims being dismissed.
8. The company reserves the right to amend and/or withdraw credit facilities and terms at any time.
9. All machinery is hired under the latest terms and conditions of hire. (Copy available on our website)

Section 6. GDPR

The information submitted in this form will be held for legitimate interests and/or contractual basis and used for the sole purpose of trading with you and retained inline with our Privacy Policy. We will never sell or pass on the information we hold for you without prior consent.

Section 7. Confirmation

This section should be completed by the Owner, Director or Officer of the company applying for credit facilities

I / we accept the above Terms and Conditions of Credit Facilities. I / we accept responsibility for any loss or damage to any or all of the equipment hired by ourselves. I / we accept that payment is due 30 days after the date of the invoice unless otherwise agreed in writing. I / we agree that if credit is granted, I / we will pay in accordance with the above terms. Information supplied in the course of this application may be passed to a third party for the purposes of credit reference checking or recovery, and I / we accept that this information may be reviewed from time to time in the future.

Signed (on behalf of applicant)		Name (block capitals)	
Position in Company		Date	

Please also attach a copy of: -

- **Company Letterhead**
- **Insurance document for hired in plant with a MINIMUM £50,000 level of cover**
- **Driving license if a sole trader or non-limited company**

Copy of Letterhead		Copy of Insurance Document		Copy of Driving License	
--------------------	--	----------------------------	--	-------------------------	--

Section 8. Internal Office Use Only

Application Referred By		Depot	
Application Referred Date		Department	
Comments			

Credit Check Passed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Check Score	
Trade Reference 1 checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trade Reference 2 checked	<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount Authorised		Credit Terms Authorised	
Authorised By		Signature	
Authorised Date			

All account applications in excess of £10,000 require dual authorisation.

Authorised By		Depot	
Authorised Date		Department	