

# NEW ACCOUNT FORM

Please fill out the form below and return it to us at:

Spencer & Fleetwood, Kings Lodge, 28 Church Street, Epsom, Surrey KT17 4QB



TRADING NAME			
INVOICE ADDRESS		DELIVERY ADDRESS	
TEL	FAX	TEL	FAX
E.MAIL			
<b>BUSINESS STATUS</b> PLEASE DELETE AS FOLLOWS: LIMITED COMPANY/PARTNERSHIP/SOLE TRADER  FULL NAMES OF DIRECTORS/PARTNERS:  COMPANY REGISTRATION NUMBER:  VAT NUMBER:			
ACCOUNTS DEPARTMENT DETAILS: NAME OF RESPONSIBLE PERSON: TELEPHONE NUMBER:		FAX NUMBER: E-MAIL ADDRESS:	
BUYER DETAILS: NAME OF RESPONSIBLE PERSON: TELEPHONE NUMBER: FAX NUMBER:		E-MAIL ADDRESS: SPECIAL DELIVERY INSTRUCTIONS:	
BANK NAME TOWN SORT CODE ACCOUNT NUMBER			
FOR CREDIT CARD PAYMENTS: CARD NUMBER: NAME ON CARD: SECURITY CODE No:		EXPIRY DATE: BILLING ADDRESS	
CREDIT LIMIT REQUIRED:			
PLEASE GIVE NAMES OF TWO COMPANIES WE CAN CONTACT FOR REFERENCES:			
COMPANY NAME: COMPANY ADDRESS:		COMPANY NAME: COMPANY ADDRESS:	
CONTACT NAME: TELEPHONE NUMBER:		CONTACT NAME: TELEPHONE NUMBER:	
THE DETAILS GIVEN ARE CORRECT AND I ACCEPT THE TERMS & CONDITIONS OF SALE WHICH ARE STATED OVERLEAF.			
SIGNED:		DATE:	

<b>FOR OFFICE USE ONLY:</b> Customer details New acc letter
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## **TERMS AND CONDITIONS OF SALE**

- 1     **CARRIAGE**                             Carriage will be paid by Spencer & Fleetwood Ltd on all orders of Net Value £150 and over - UK Mainland Only.
- 2     **CLAIMS**                                 Spencer & Fleetwood Ltd must be notified of damage or incomplete consignments within 5 working days of receipt.
- 3     **PAYMENT TERMS**                     Strictly 30 days from date of invoice unless otherwise agreed with financial director. Spencer & Fleetwood Ltd reserve the right to add 2% interest per month to overdue accounts.
- 4     **RETENTION OF TITLE**               Spencer & Fleetwood Ltd retain the ownership of all goods supplied until full payment has been received.
- 5     **DELIVERY DATES**                   Delivery dates are given in good faith. Spencer & Fleetwood Ltd cannot, under any circumstances, be held liable for losses arising due to failure to meet such delivery dates.
- 6     **CANCELLATION**                     Spencer & Fleetwood Ltd reserve the right to charge for any work completed or materials purchased prior to receipt of cancellation of orders. Cancellation must be in writing.

All transactions are subject to these terms and conditions. No variation of conditions can occur unless stated in writing by Spencer & Fleetwood Ltd.