

30-Day Credit Account Application

Limited companies complete section 1; sole traders and partnerships complete section 2. Everyone completes sections 3 to 8.

1. Company information – limited company

Company name (registered name):	Company registration number:
Trading name (if different):	VAT registration number:
Registered address:	Invoice address (if different):
Postcode:	Postcode:
Is the company a subsidiary of another company? ☐ Yes ☐ No If yes, please give the parent company's name and address:	Main telephone number:
	Company website:
	Company email:

2. Company information – sole trader or partnership

Trading name:	VAT registration number (if registered):
Main telephone number:	Company website:
Proprietor's or partners' full names and home address:	Previous home address (if at current address under 3 years):
Postcode:	Postcode:
Trading address:	Invoice address (if different):
Postcode:	Postcode:

3. Company information – general

Legal status: ☐ Sole trader ☐ Partnership ☐ LLP ☐ Limited company ☐ PLC	Nature of business:
Number of years trading:	Credit limit requested (£):

4. Main contact

Name:	Position:
Telephone number:	Mobile number:
Email address:	

5. Accounts department

Accounts contact name:	Position:
Telephone number:	Mobile number:
Email address:	Invoice email address (if different):

We email all invoices and statements to the invoice email address (or the accounts email address if no invoice email is given).

6. Trade references Please give two suppliers who currently give you credit.

Company name:	Company name:
Contact name:	Contact name:
Telephone number:	Telephone number:
Email address:	Email address:
Address:	Address:
Postcode:	Postcode:

7. Bank details and consent This is not a Direct Debit mandate.

Bank name:	Account name:
Branch address:	Sort code:
Postcode:	Account number:

I authorise the bank named above to give Design Supply Limited a banker's reference. (This must be signed by a signatory on the account.)

Signed:	Print name:
Date:	Position held:

8. Declaration

We ask Design Supply Limited to open a credit account for this business. By signing, we confirm that: • we have read and accept the terms and conditions at designsupply.co.uk/terms-conditions; • the information given on this form is true and complete; • all payments will be made when they are due; • invoices will be paid in full within 30 days of the invoice date, unless a Director of Design Supply Limited agrees otherwise in writing; • ownership of all goods stays with Design Supply Limited until they are paid for in full. We understand that credit will only be given once satisfactory status and references have been confirmed.	Design Supply Limited may search the records of a credit reference agency, which will record the search and share it with other businesses. We will also record how your account is paid. This information may be shared with credit reference agencies and other organisations to assess applications for credit and to prevent fraud. Signed: Print name: Position held: Date:
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