

# Credit Account Application

Tel: 01708 727241

Fax: 01708 703777

[www.mayday-officesupplies.co.uk](http://www.mayday-officesupplies.co.uk)

## Applicant's Details

Business Name

Address

Tel No.

Fax No.

Email

Registered Office

Company Registration No.

VAT Registration No.

## Invoicing Address (if different from above)

Address

Tel No.

Fax No.

Email

## Contact Details

Name

Tel No.

Fax No.

Email

Credit Limit Required: £

## **Bank Details**

Name & Address of Bank

Sort Code

Bank Account Number

If the facility of a credit account is granted I/we agree to abide by the terms attached and to settle my/our account on a 30 day basis.

Signed..... Position.....

Print name..... Date.....

Please attach a sample letterhead for your business.

Do you wish to pay us by BACS? Yes / No  
(Our bank account details will be sent to you in due course)

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For Mayday Office Supplies use only

Account Number

Credit Limit

Date Authorised

**Please send this form back to the address at the top of this form.**

## Terms and Conditions

### 1) Definitions

These words have the following meanings:

- 'Customer' means the person, firm or company who order the goods from the supplier.  
'Supplier' means Mayday Office Supplies Ltd of 16 Moray Way, Romford, Essex, RM1 4YD.  
'Goods' means the products supplied by the supplier to the customer.

### 2) Value Added Tax (VAT)

2.1 All prices are exclusive of VAT unless otherwise stated.

2.2 VAT will be charged at the current rate at invoice date.

### 3) Prices

The price of goods will be the current price on the date of despatch. It is the customers' responsibility when ordering to ensure that they are aware of the current prices.

### 4) Delivery

All deliveries on orders over £50.00 Excluding VAT are free of charge, and deliveries are to UK Mainland Only, deliveries under £50.00 will be charged at £7.25 + VAT. An Additional charge will be made if deliveries are within UK Congestion Charging Zones. Specially ordered items that do not appear in the supplier's catalogue can be delivered but will always incur the delivery charge of £7.25 + VAT regardless of the value of the order.

### 5) Terms of Payment

5.1 Payment is due 30 days after the invoice date.

5.2 If payment is not received on the due date, then the supplier shall be entitled to charge interest on the amount unpaid at the rate of 5% above base rate per month until payment is made in full.

5.3 If payment is not received 2 months after the invoice date the customer will receive a warning notice for payment within 7 working days, if payment is still not received the customers account will be placed on stop and the supplier will take legal action against the customer to recover all outstanding invoices plus the cost of legal action.

5.4 If the customers account reaches its credit limit the account will be placed on stop by the supplier until payment has been received. The customer will then be able to apply for a higher credit limit.

### 6) Damaged, Faulty, Undelivered or Missing Goods

Goods shall be deemed to have been received in full, undamaged and not faulty unless the customer notifies the supplier within 1 working day of receiving the order.

### 7) Return of Goods

7.1 Specially ordered items that do not appear in the supplier's catalogue may be returned but the customer will have to pay a 20% handling charge plus VAT.

7.2 To return goods the customer must notify the supplier within 3 working days of delivery, the supplier will only accept goods if they are in their original packaging, undamaged and in a resalable condition.

### 8) Passing of Ownership

Risk of Damage or loss of goods will pass to the customer immediately upon delivery but the title of the goods will not pass to the customer until the supplier receives payment in full for the goods delivered.

### 9) Application for Credit Account

The supplier reserves the right to refuse an application for credit account.

### 10) General

10.1 Any notice required or permitted to be given by either party to the other, will be in writing addressed to the other party at its registered office or principle place of business.

10.2 All contracts will be governed by the laws of England.