



**CREDIT APPLICATION FORM**

FULL COMPANY NAME .....INC DATE.....

ARE YOU A LIMITED COMPANY? YES/NO REG N°..... VAT N°.....

NAME OF DIRECTORS/PROPRIETORS OR PARTNERS.....

HOME ADDRESS OF DIRECTORS/PROPRIETORS OR PARTNERS

.....POST CODE.....POST CODE.....

HOME PHONE NO..... HOME PHONE NO.....

**INVOICE ADDRESS**

.....

.....

.....POST CODE.....

TEL NO.....

ACCOUNTS EMAIL ADDRESS.....

BANK DETAILS .....PLC. ACCOUNT NUMBER.....

ADDRESS.....SORT CODE.....

**THREE SUPPLIER TRADE REFERENCES – I.E. PLANT HIRE, AGGREGATE’S, MATERIALS**

1 - NAME.....ADDRESS.....

TEL.....EMAIL.....

2 – NAME.....ADDRESS.....

TEL.....EMAIL.....

3- NAME.....ADDRESS.....

TEL.....EMAIL.....

**CREDIT LIMIT REQUIRED £.....**

**DIRECTOR/OWNER NAME.....AGREES TO THE TRADING TERMS AND  
CONDITIONS OF SALE**

**DIRECTOR/OWNER SIGNATURE.....DATE.....**

**WE WILL ONLY ACCEPT A SIGNATURE FROM EITHER THE DIRECTOR OR OWNER  
PLEASE SEND COPY OF HEADED PAPER.**



## TERMS & CONDITIONS

### 1. General

All products that are sold and supplies by Essex Groundwork Supplies Ltd are subjected to these terms and conditions.

### 2. Retention of Title

All goods that are sold under these terms and conditions remain the property of Essex Groundwork Supplies Ltd until payment is received and made in full.

### 3. Order

No contract will take place between the customer and the supplier until conformation is complete with an order number or name. Any additions will be treated as a separate order and priced accordingly.

### 4. Price

The customer is supplied a price list on account opening. The prices of the products that are being supplied on that date are from the current price list of the suppliers, the price is quoted when a contract is made. The supplier reserves the right to increase any prices due to subsequent cost increases before delivery is made.

### 5. Specially Ordered Products

Specially ordered products which are non stock items either made or ordered or into stock on request can not be credited in any circumstances since these are not our standard items. Reference to paragraph 4 also applies.

### 6. Cancellations

Contracts may be cancelled but only in writing both by fax or post and within 24 hours of delivery. Any cancellations within 24 hours before delivery may be charged 10% of the gross figure.

### 7. Delivery

A copy of the supplier's delivery note must be signed by or on behalf of the customer at the time of delivery. This is conclusive evidence of the goods being delivered.

#### 7.1

Deliveries will be made to the customers requested premises that are stated on the contract.

#### 7.2

Deliveries will be made once the supplier has the item/s in stock.

#### 7.3

Deliveries that are supplied direct from the manufacturer or courier are subjected to their terms and conditions.

#### 7.4

The vehicle that is making the delivery will only proceed to the end of the hard surface near the requested premises, unless stated in the order of the contract or if no such road exists delivery will be made to the nearest point to which in the drivers opinion the vehicle can safely proceed and unload this is at the sole responsibility of the client for costs of damages to vehicle or materials.

#### 7.5

The customer must provide all necessary labour and equipment required to unload vehicles promptly and will indemnify us against any cost, claim, loss or damage arising from unloading whilst under instructions by the customer.

#### 7.6

The supplier makes every effort to get the goods requested to the customer's premises on time.

#### 7.7

The supplier does not take any responsibility for the losses due to late delivery.

### 8. Shortages

It is the customer's responsibility to make sure the amount delivered is the amount stated on the delivery note. If for any reason there is a shortage it must be notified to the managing director of Essex Groundwork Supplies Ltd before the driver leaves the customers premises.

### 9. Damages

The supplier does not take responsibility for damages made by the customer's labour or unloading equipment when being unloaded on the customers premises.

### 10. Damages in Transit

Damages will only be considered if they are notified to Essex Groundwork Supplies Ltd by phone or fax on arrival to the customer's premises and recorded on the carriers delivery note.

### 11. Returns

Any returns must be announced to the MD of Essex Groundwork Supplies Ltd and returned to the suppliers premises in perfect condition within 7 days of delivery. A restocking charge may occur, the minimum charge is 25% of the gross figure.

### 12. Payments

Payments must be made in full strictly 30 days after the last day of the month following delivery. If payment is not received within 5 working days of the new month all deliveries will be withheld until payment has been received.

### 13. Accounts

Essex Groundwork Supplies Ltd has the right to charge interest under the late payments act of 1998 on outstanding invoices that are not met within the payment requirements. The interest can be charged up to 8% over the bank of England lending base rate.

### 14. Credit References

In processing the application for a credit facility we may make enquiries of credit reference agencies and other third parties who may record enquiries. We may also disclose information about the conduct of your account to credit reference agencies and other third parties. The information obtained from or provided to credit reference agencies and other third parties may be used when assessing further applications for credit terms, for debt collection, for tracing and for fraud prevention.