



New Customer Application Form

Company Name			
VAT Number			
Company No.			
Invoice Address		Delivery Address (if different)	
Address 1			
Address 2			
Address 3			
Town / City			
Postcode			
Tel No.			
Mob No.			
Fax No.			
Contact Name			
Email Address			
Preferred method of communication?	E-mail		Post
How long have you been trading under this name?			
What is the nature of your business?			
Do you require a credit account from us or will you be paying upfront?			
What items would you be requiring on a monthly basis?			
Amount of credit required?			
<p>Please note, if you require a credit account with us then we will need to take up trade references ahead of authorising this. The amount of credit required should reflect the cost of the items you're looking to hire from us on a monthly basis. To allow us to perform these checks ahead of releasing credit, please allow 2 weeks from the time of us receiving the application form, to getting this set up. Therefore, the first invoice is required to be paid upfront until these checks can be completed.</p>			
Bank Details			
Bank Name			
Address			
Town / City			
Postcode			
Sort Code			
Account No.			

Trade References (only to be filled out if a credit account is required)

Company		Company	
Address		Address	
Town / City		Town / City	
Postcode		Postcode	
Tel No		Tel No	
Email		Email	

Purchasing Contact

Accounts Contact

Name		Name	
Tel No		Tel No	
email		email	

Please sign to confirm that you accept our Terms and Conditions of Trade, including payment in full within 30 days and that all goods supplied to you remain the property of Ord Industrial & Commercial Supplies Ltd until paid for in full.

Please also include a copy of your hired in plant insurance with this form.

Authorisation

Signed		Date	
Position in Company			
Print Name (Block Letters)			
Hired in Plant Insurance included			

Once completed please return by either:

**Post to: Unit 1, Greenhill Business Park, Tore, Muir of Ord, IV6 7AG
Email Scan to: accounts@ordgroup.com**