



**21 Cheap Street Sherborne Dorset DT9 3PU**

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Email: [accounts@midwest-office.co.uk](mailto:accounts@midwest-office.co.uk)

## NEW ACCOUNT APPLICATION FORM

Trading Name	
What is your Company's Legal Status ? (please tick one) Partnership ( <input type="checkbox"/> ) Sole Trader ( <input type="checkbox"/> ) Ltd Co ( <input type="checkbox"/> ) company no;	
DELIVERY ADDRESS	INVOICE ADDRESS (if different to Delivery)
Established Since:	<b>CONTACTS</b>
Tel:	Purchasing:
Fax:	Accounts:
Email:	Email Invoices sent to:
Do You require Online Ordering <b>Y/N</b> login will be Email please Provide Password to use case sensitive :-	
<b>Bank Name &amp; Address</b>	
Name :	Account Number:
Address:	Sort Code:     -     -
<b>Trade Reference 1</b>	
<b>Trade Reference 2</b>	
Name :	Name :
Address:	Address:
Tel:	Tel:
<b>If you Partnership or Sole Trader please Give full Name &amp; Address details together with a contact number for ALL applicants. Please supply details of how long at this address and status ie Owned Rented</b>	
<b>I/We hereby agree to abide by the terms &amp; conditions as stated supplied with this form (copies available on request)</b>	
Signature(s):	Position Held:
Print Name(s):	Date:
<b>This form should only be completed by someone who is authorised to agree to our terms &amp; conditions of supply</b>	

Please return the completed form to our accounts department contact details above

## **TERMS AND CONDITIONS**

The following terms and conditions are agreed between Midwest Office Equipment Limited (here after referred to as “the Supplier” and the person(s) or Company applying for Credit Account facilities ( here after referred to as “the Customer”).

- 1 The terms offered are **Nett Cash 30 Days**, meaning payment within 30 days of date of Invoice. The customer agrees to pay within this period and will arrange for settlement to reach the supplier at the very latest by the end of the month following date of invoice.
- 2 The supplier reserves the right to charge interest of 2% per month or part month, above bank base rates applicable at the time, for any amount outstanding after 60 days.
- 3 Delivery shortages must be notified within 24 hours of receipt.
- 4 Returns – Any goods not suitable or ordered in error must be notified within 7 days and must always be in the original packaging. A 20% Restocking charge will be applied after this period.
- 5 Returns (Exceptions apply – some goods are non-returnable and you will be informed of this before goods are dispatched. Eg. Computer Software & Special Order Items).
- 6 Ownership of goods supplied will pass to “Customer” only when the “Supplier” receives full payment and when any cheques given in payment have been honoured. Until such payment is received the goods remain the property of the supplier.
- 7 It is specifically agreed by the Directors, Partners or Proprietor(s) listed in this application overleaf that in the event of refusal or inability to pay for any goods, or in the event of any liquidation or winding up procedure or of a liquidator or receiver being appointed, then such goods for which payment has not been made will be made available for collection by the supplier who will have the right to enter any place where the goods are kept for the purpose of recovering them. It is also agreed by the Directors, Partners or Proprietor(s) listed in the application overleaf, that such goods will not be disposed of to a third party and that any and all of Directors, Partners or Proprietor(s) accept responsibility as Bailee for the safe keeping of such goods until collected by the supplier and that should such goods not be available for collection for any reason, or the goods be incomplete, damaged or spoiled, then they agree to personally pay the supplier for the full Invoice value of the goods.
- 8 The above terms and conditions will not be varied by any provisions to the contrary which may appear on any order or document issued by the “Customer” whether or not the same shall be issued to or signed by any employee or representative of the Supplier.