

Account application form

Date:	Company Name:
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Invoice address:	
post code:	

Company registered office (if different from above)	

Co. Reg No:	
VAT No:	

Trade reference 1

Company name:	
Contact name:	
Telephone no:	
Email address:	

Trade reference 2

Company name:	
Contact name:	
Telephone no:	
Email address:	

Company tel no:	
Accounts tel no:	

Accounts email address:	

How long trading	
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Subsidiary companies:	
1	
2	
3	
4	

Bank name:	

Bank address:	

Bank a/c no:	
Sort code	

An account with BCW determines that you have accepted our terms and conditions which are attached.

Office use only

Credit terms agreed:		Credit limit:		Authorised by:	
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Payment

Just as you expect others to pay you on time, we ask you to pay us on time. Paying us on time allows our company to continue offering discounted prices to our customers.

- 1.1. Unless it has been agreed in writing our trading terms are strictly 30 days from date of invoice.

Unless otherwise agreed the first order will be pro-forma and paid prior to the goods being dispatched.

International sales, payment should be made in Stirling prior to delivery

We do not accept cheques; payment should be made by BACS, credit card or International money transfer.

Late payment

- 2.1 Under payment legislation, we reserve the right to charge interest and debt recovery costs on late payments. This right will be exercised at our discretion.
- 2.2 Late payment interest will be charged at a rate of 4% above base per annum on overdue accounts.

Title and risk

- 3.1 Title to goods supplied by us remains vested in us until the purchase and all other monies owing in relation to the goods or the price (whether or not due) are paid in full
- 3.2 In addition and without prejudice to 3.1 above, title to goods supplied by us remains vested in us until such time as no monies owing by you to us on any account (whether due or not).

Suspension and Termination

- 4.1 If you exceed your credit limit and are not prepared to work with us to reduce your liability to us.
- 4.2 If you are in breach of the contract or any other contract with us.
- 4.3 If you have not paid any prior invoice within the terms of payment.

Returns policy

You have the right to cancel your order within 7 days from date of order. Bespoke items cannot be cancelled or returned unless the item has been manufactured incorrectly or is faulty,

You must notify us by email of your intention to cancel or return unwanted goods (see below) Goods must be returned exactly as they as they were received, as new and in saleable condition

with the correct packaging and totally undamaged. We cannot accept returns after this 7 day period unless there is a genuine fault with the item.

If you are missing an item, or it is damaged, please notify us within 2 days of delivery and we will take care of things for you. We cannot accept liability for missing products or products that have arrived damaged after this period of time

Unwanted goods dispatched directly from a manufacturer will incur a re-stocking fee from 15% to 30%

To issue a return, please do the following:

Contact the returns department on sales@bcwofficeproducts.com stating your order number you will then be issued with a returns number which you must mark clearly on your packaging that you send back. We will refund you the original amount less any re-stocking fee and less the original delivery charge. You will be advised of the returns address on receipt of your email confirming your intention to cancel.

Please ensure you return the goods by recorded delivery or similar; we accept no responsibility for items that are lost in the post. This does not affect your statutory rights.

Date: 01 January 2010

