

**APPLICATION FOR COMMERCIAL CREDIT**

Please note that our trading terms are payment due 30 days from date of invoice. We operate a strict credit control policy and all unpaid accounts will automatically be placed on hold if invoices remain unpaid after 30 days date of invoice. We will only offer credit facilities based on your agreement to abide by these payment terms.

|  |
| --- |
| **COMPANY DETAILS** |
| Trading Name: |
| Trading Address: |
|  |
|  | Postcode: |
| Tel No. | Fax No. |
| Website: | Email: |
| Nature of Business: | Annual Turnover: |
| Number of Employees: | Monthly Credit Requirement: |
| How did you hear about us?  |

|  |
| --- |
| **LIMITED COMPANY OR PLC** |
| Registered address |
|  |
|  | Postcode: |
| Registered Company/Charity Number | Are Purchase Order Numbers Required |
| Established | Email |
| Do you have a parent/holding company? If so please give details: |
| Name/Address |
|  | Postcode |
| Holding company registration no. |

|  |
| --- |
| **Sole Trader/Partnership** |
| Partnerships YES / NO  | Sole Trader YES / NO |
| Name of Proprietor/Partner/Director |
| Address |
|  | Postcode |
| Name of Proprietor/Partner/Director |
| Address |
|  | Postcode |
| Own business premises YES / NO | Trading from home YES / NO |

|  |
| --- |
| **BANK DETAILS** |
| Account name |
| Account number | Sort code |
| Bank/building society name |
| Address |
|  | Postcode |
| Payment method | Cheque | BACS | Other |

**PLEASE NOTE ALL INVOICES AND STATEMENTS ARE DISPATCHED VIA EMAIL**

|  |
| --- |
| **INVOICING ADDRESS** |
| Address |
|  |
|  | Postcode |
| Email Address REQUIRED |

|  |
| --- |
| **STATEMENT ADDRESS** |
| Address |
|  |
|  | Postcode |
| Email Address REQUIRED |

|  |
| --- |
| **WHO IS YOUR PURCHASE/BOUGHT LEDGER?** |
| Name | Tel no. |
| Job Title | Department |
| Email address REQUIRED |

|  |
| --- |
| **TRADE REFERENCE #1** |
| Name |
| Address |
|  | Postcode |
| Tel no. | Fax no. |
| Email | Annual Spend £ |

|  |
| --- |
| **TRADE REFERENCE #2** |
| Name |
| Address |
|  | Postcode |
| Tel no. | Fax no. |
| Email | Annual Spend £ |

|  |
| --- |
| **Declaration** |
| I/We the undersigned apply to Embroidery In House Ltd for credit facilities and declare that the information given above is accurate. I/We agree to trade on Embroidery In House LTD’s Terms and Conditions as are applicable at the date of the transaction. Embroidery In House Ltd reserves the right to terminate this Agreement for credit forthwith without notice upon breach by the customer of any Terms and Conditions and all amounts then outstanding with become due forthwith.  |
| Signed | Signed |
| Name (please print) | Name (please print) |
| Position | Position |
| Date | Date |

**Please return your completed form to:**

Embroidery In House Ltd

182 Highgate Road

Clayton Heights

Bradford

BD13 1DS

Or Email it to: **accounts@embroideryinhouse.com**

|  |
| --- |
| **BEFORE POSTING/SCANNING YOUR COMPLETED APPLICATION FORM, PLEASE CHECK:** |
| Have you enclosed one form of identification? |
| **For Limited Companies:** Company Letterhead |  |
| **For Sole Trader/Partnerships:** Proof of your home address, such as bank, building society or credit cared statement, or recent utility bill. |  |
| Have you filled in your required credit limit? |  |
| Have you provided your trade references? |  |
| Have you signed the application for? |  |

**What happens next?**

Once your application has been processed, this can take 5 – 10 working days, we will provide you with written confirmation of your credit limit and account number. This will confirm that your account has been activated and is ready for immediate use

For any enquiries please call **01274 889299**