

1 Company name

FULL TRADING ADDRESS

POSTCODE

2 Telephone number(s)

FAX NUMBER

EMAIL

3 If Limited Company or Public Limited Company

[] YES [] NO

ADDRESS OF REGISTERED OFFICE

POSTCODE

YEAR OF INCORPORATION

REGISTERED NUMBER

Please attach a copy of your company letterhead

4 If partnership or sole trader give full names and private address of all partners

1

1

1

YEAR OF COMMENCEMENT OF TRADING

Use more paper if needed

5 Please indicate your anticipated average monthly expenditure with FirstpointPrint

£

6 Address to which invoices and statements are to be sent (if different from trading address)

POSTCODE

7 Name, email address and title of person to whom statements and invoices should be sent

8 **Name, email address and title of person to contact in case of account query**

9 **Do you have a specific purchase order procedure for suppliers?** YES NO

IF YES, PLEASE GIVE DETAILS

10 **Names(s) and title(s) of individuals who are authorised to place orders with us**

FirstpointPrint Terms

11 **Payment is required within 30 days of the date of invoice**

FIRSTPOINTPRINT RESERVES THE RIGHT TO ADD A SURCHARGE TO ALL ACCOUNTS NOT SETTLED WITHIN 30 DAYS OF ISSUE OF INVOICE. THIS SURCHARGE IS CURRENTLY LEVIED AT 2.5% PER MONTH OR PART THEREOF, AFTER THE INITIAL 30-DAY PERIOD. UPON RECEIPT OF THIS CREDIT ACCOUNT UPDATE, AN UPPER LIMIT FOR CREDIT FACILITIES WILL BE AGREED. FIRSTPOINTPRINT RESERVES THE RIGHT TO WITHDRAW THESE FACILITIES. IN THIS EVENT THE ENTIRE VALUE OF OUTSTANDING ACCOUNTS PLUS ANY CREDIT CHARGES BECOMES DUE FOR IMMEDIATE PAYMENT. ALL ORDERS ARE SUBJECT TO OUR STANDARD TERMS AND CONDITIONS, A COPY OF WHICH IS AVAILABLE ON REQUEST AS WELL AS BEING DETAILED OVERLEAF.

Declaration by Credit Applicant

12 **I understand and accept the payment terms in section 11 above and the general terms and conditions of FirstpointPrint as detailed overleaf and I am administratively able to handle the same**

SIGNED

DATE

NAME

TITLE

Please return this completed for to **FirstpointPrint**, 8-11 St. John's Lane, London, EC1M 4BF
