

Company Details

Company Name
Company Address
Postcode
Company Telephone Number
Company fax Number
Company Website Address
Main Contact Name
Main Contact Telephone
Main Contact Fax
Main Contact Email
Delivery Address (if different to above)
Invoice Address (if different to above)

Company Banking Details

Bank Name
Bank Address
Bank Account Number
Bank Sort Code

Office Use

Received
Approved
Credit Limit
Review date

Terms and Conditions

for Registered Credit Accounts

Trading Terms

- Credit facilities are offered for Business Accounts.
- In order to qualify for a Business Account, we expect all invoices to be paid within the agreed period of 30 days from date of invoice.
- All goods remain the property of Simplyfair until paid for in full.
- Responsibility for storage, handling and insurance of goods *passes* to the purchaser upon delivery. Goods delivered in error must be stored correctly until Simplyfair can collect the parcel.
- Simplyfair reserve the right to reduce or withdraw credit facilities without prior notice.

Credit Facilities

- Credit customers will be given an appropriate credit limit on opening an account.
- All orders must be paid for within 30 days of invoice date.
- Exceeding your credit limit or payment terms without prior agreement may result in your credit limit being reduced and delays to subsequent orders. Simplyfair reserve the right to impose a monthly 2% interest charge on any invoices outstanding for longer than the agreed credit period.

Payment

- Settlement of invoice can be done in three ways:
 1. **BACS** (preferred method of payment) please email or post a remittance to us.
 2. **CHEQUE** - please write account name and the number of the invoice(s) you are paying on the back of the cheque. All cheques should be made payable to Simplyfair
 3. **CREDIT CARD** – please call us and we will take payment over the phone.

Claims

- Any claims for damage or short deliveries must be made by telephone to our Customer Services team on 0191 414 2001 or in writing to Simplyfair's Customer Services Department by the purchaser within 3 days of delivery. Simplyfair will not be liable for any claim made outside this period.
- In case of non-delivery, claims must be made within 2 days of receipt of invoice. Simplyfair will not be liable for any claim made outside this period.

If you have any problems, please contact us on Tel: 0191 414 2001

Fax: 0191 414 7676, email: helpdesk@simplyfair.co.uk

Please contact us for BACS details.