

**Items in this box are for office use only**

Date Received \_\_\_\_\_

New Account  Change of Address  Close Account  Change of Title

Agreed Credit \_\_\_\_\_ /month Currency \_\_\_\_\_

**To be completed by [Customer] [Supplier/ Sales Representative]**

**Full Legal Title and Trading Name :** \_\_\_\_\_

(please tick where appropriate)

Sole Trader  Partnership  LLP  Limited Company  PLC

Co. Reg. No. \_\_\_\_\_

**Delivery Address**

Name

Street

Town

Country

Postcode

Phone Number

**Statement Address** (if same as delivery address, please state)

Name

Street

Town

Country

Postcode

Phone Number

Business Activity (please specify)

Method of Payment : Cheque  BACS  Other

If other please specify:

I/We request you to open a Credit Account in the name of:

\_\_\_\_\_

With a Proposed Credit Limit of: \_\_\_\_\_ per month  
(including VAT)

### Trade References

I/We authorise you to take up references at any time from the under mentioned bank and trade sources (we will make searches with a credit reference agency, which will keep a record of those searches and will share that information with other businesses. We may also make enquiries about the principal directors with a credit reference agency.):

1. Name \_\_\_\_\_ Account Number \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_ Account Number \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_ Account Number \_\_\_\_\_

Full Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Bank Details

We may request a credit reference from your bank from time to time, at which time we will ask you to sign consent. In the meantime, please enter your bank details below.

Name \_\_\_\_\_

Address \_\_\_\_\_

Sort Code \_\_\_\_\_ Account Number \_\_\_\_\_

### Contact for Payment

Name \_\_\_\_\_

Position \_\_\_\_\_

Tel No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

### Declaration

I have read, understood and retained a copy of your conditions of sale (including the retention of title clause) and agree to trade in accordance with these for any goods supplied. I accept that title to all goods supplied to us will remain vested in Knibbs Computer Services Limited until all amounts outstanding from us on any account have been paid in.

I also agree to comply with your settlement terms (specified within your conditions of sale).

I attach a sample of our headed paper with this form.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Please return this completed form to:**

**Credit Applications  
Knibbs Computer Services Limited  
Suite 1. Ground Floor  
Falmer Court, London Road  
Uckfield  
East Sussex  
TN22 1HN  
United Kingdom**

**Telephone: +44(0)1825 749416**

**Fax: +44 (0)870 7051341**