**TRADE ACCOUNT APPLICATION FORM**

Please complete all of the below fields and return this form to us via email: [**trade@safefiredirect.co.uk**](mailto:trade@safefiredirect.co.uk)

|  |  |  |
| --- | --- | --- |
| **REGISTERED COMPANY DETAILS & ACCOUNTS INFORMATION** | | |
| **Company Registered Name – *Please ensure this matches details on Companies House*** | | |
|  | | |
| **Date of Incorporation / Business Commenced** | **Company Reg. No.** | **VAT No.** |
|  |  |  |
| **Registered Company Address** | **Accounts Person Contact Name** | |
|  |  | |
| **Accounts Contact Telephone** | |
|  | |
| **Accounts Email Address (for Invoices & Queries)** | |
|  | |
| **Invoicing Address (If different to above)** | **Sales Contact Name** | |
|  |  | |
| **Sales Contact Telephone** | |
|  | |
| **Sales Contact Email Address** | |
|  | |
| **Do you issue Purchase Orders? (PO) Yes or No:** | Yes  No | |
| **Please Note:**  **Please use the invoice / order number as the reference when making payment –** We do not accept any responsibility for delays identifying / allocating payments to orders if a suitable reference is not used for the payment. | | |
| **CUSTOMER REQUIREMENTS / INFORMATION** | | |
| ***Please provide the below information so that we can better understand your requirements for this account application:*** | | |
| **Key products / brands typically purchased:** |  | |
| **Purpose of account application:** |  | |
| **Estimated Current Annual Spend on Fire Safety Products (Ex VAT):** | **£** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CREDIT APPLICATION (IF CREDIT REQUIRED)**  **PLEASE PROVIDE DETAILS OF 3 CURRENT ACCOUNT REFERENCES** | | | | | |
| **REF #1 - Supplier Name and Address** | | **Accounts Telephone** | | | **Accounts Email Address** |
|  | |  | | |  |
| **How long have you held this account?** | | | **Approx spend per annum** |
|  | | |  |
| **REF #2 - Supplier Name and Address** | | **Accounts Telephone** | | | **Accounts Email Address** |
|  | |  | | |  |
| **How long have you held this account?** | | | **Approx spend per annum** |
|  | | |  |
| **REF #3 - Supplier Name and Address** | | **Accounts Telephone** | | | **Accounts Email Address** |
|  | |  | | |  |
| **How long have you held this account?** | | | **Approx spend per annum** |
|  | | |  |
| **Credit Level Required (Ex VAT):** | | **£**       **per month** | | | |
| **Please Note: *By completing and submitting this application, you authorise Safe I.S. Ltd T/A Safe Fire Direct to carry out a credit check on your company and to make enquiries with the current trade reference(s) you have supplied*** | | | | | |
| **Terms and Conditions - Summary** | | | | | |
| 1. Where credit facility is provided, all invoices are to be paid strictly **30 days from order date.** 2. Remittance advice to be emailed to [accounts@safefiredirect.co.uk](mailto:accounts@safefiredirect.co.uk) 3. All trade account order payments are to be made via BACS bank transfer to the account details shown on the invoice. 4. All goods remain the property of Safe I.S. Ltd T/A Safe Fire Direct until the invoice has been settled in full. 5. Any invoice queries **must** be made within **7 days** from the date the invoice was issued. 6. Any delivery queries **must** be made within **48 hours** of receipt of delivery. 7. All first orders during the application stage are to be paid on a pro-forma basis. 8. The agreed credit limit is subject to change and we retain the rights to amend or withdraw this at any time where necessary. 9. **Returning this form completed confirms** that you have read, understood and agree to the terms and conditions detailed above and in full as detailed on our website: <https://www.safefiredirect.co.uk/termsconditions> | | | | | |
| **SIGNATURES – To be completed by Director / Owner / Authorised Individual** | | | | | |
| **Print Name:** |  | | **Signature:** |  | |
| **Position:** |  | | **Date:** |  | |
| Once completed – please return via email to: [**trade@safefiredirect.co.uk**](mailto:trade@safefiredirect.co.uk) | | | | | |