



## Customer Application Form

**Please answer all questions fully or your application may have to be returned**

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**Section 1**

1.1 Company name: \_\_\_\_\_

1.2 Invoice address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

1.3 E-Mail: \_\_\_\_\_

1.4 Telephone number: \_\_\_\_\_

1.5 Fax number: \_\_\_\_\_

1.6 VAT number: \_\_\_\_\_

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**Section 2 Business format - tick box**

Limited Company (LTD)  *Please go to Section 3*

Public Limited Company (PLC)  *Please go to Section 3*

Limited Liability Partnership (LLP)  *Please go to Section 3*

Sole Trader  *Please go to Section 4*

Partnership  *Please go to Section 5*

Other  *Please go to Section 6*

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**Section 3 LTD/PLC /LLP Data**

3.1 Registered Office Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3.2 Company registered no \_\_\_\_\_

3.3 Country of registration \_\_\_\_\_

3.4 Trading address \_\_\_\_\_  
*(if different to 3.1)* \_\_\_\_\_

3.5 Telephone number \_\_\_\_\_

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**Section 4**

4.1 Name of Sole Trader \_\_\_\_\_

4.2 Home address \_\_\_\_\_  
\_\_\_\_\_

4.3 Previous address \_\_\_\_\_  
*(if less than 3 years)* \_\_\_\_\_

4.4 Home owner?  Yes  No

**Section 5 Partnership Data**

5.1 Names of **all** Partners \_\_\_\_\_

5.2 Home addresses of **all** Partners (please use a separate sheet if necessary) \_\_\_\_\_

5.3 If home addresses less than 3 years at 5.2 above for any Partner, please give previous addresses \_\_\_\_\_

**Section 6 Other Business Formats**

6.1 Please state exactly format of business/ organization (e.g. Friendly Society, registered/ unregistered club, company limited by guarantee etc.). If requested under provisions of Companies Act please also completion Section 3. \_\_\_\_\_

6.2 Give details of any organisations to which affiliated or connected \_\_\_\_\_

6.3 Please give names of at least two senior personnel, i.e. Secretary/Chairman \_\_\_\_\_  
\_\_\_\_\_



**Section 7 To be answered by all applicants**

- 7.1 Period trading at address at 1.1 above \_\_\_\_\_
- 7.2 If less than 3 years, previous address(es) \_\_\_\_\_  
\_\_\_\_\_
- 7.3 Have you traded with us before?  Yes  No  
*If yes, give details:*  
A/C Number \_\_\_\_\_  
Last trading \_\_\_\_\_
- 7.4 Is the property at 1.1 above  Freehold  Leasehold

**Section 8 Deliveries**

- 8.1 Preferred delivery timing  am no preference  pm
- 8.2 Preferred telesales call  am no preference  pm
- 8.3 Named contact for orders \_\_\_\_\_
- 8.4 Telephone number \_\_\_\_\_
- 8.5 Fax number \_\_\_\_\_
- 8.6 Email address \_\_\_\_\_

**Section 9 Bank Details**

- 9.1 Bank Name \_\_\_\_\_
- 9.2 Branch Address \_\_\_\_\_  
\_\_\_\_\_
- 9.3 Branch Sort Code \_\_\_\_\_
- 9.4 Account Name \_\_\_\_\_
- 9.5 Account Number \_\_\_\_\_



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**Section 10 Credit Limit etc.**

- 10.1 Credit limit requested? \_\_\_\_\_
- 10.2 Credit period, (our normal terms are net 30 days) \_\_\_\_\_
- 10.3 Direct Debit arrangement required? \_\_\_\_\_
- 10.4 Address for statements  
*(if different from delivery address)* \_\_\_\_\_  
\_\_\_\_\_
- 10.5 Name of accounts contact \_\_\_\_\_
- 10.6 Telephone number \_\_\_\_\_
- 10.7 Fax number \_\_\_\_\_
- 10.8 Email address \_\_\_\_\_

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**Section 11 Trade referees (2 required)**

- 11.1 Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone & Email \_\_\_\_\_  
Account number \_\_\_\_\_
- 11.2 Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone & Email \_\_\_\_\_  
Account number \_\_\_\_\_



**Customer Undertaking and Declaration**

I/We have read your Terms and Conditions of Sale and confirm that such Terms and Conditions will apply to all my/our transactions with the Company. I also confirm that I have fully and truthfully completed all sections above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*For and on behalf of Applicant*

Name \_\_\_\_\_

Position \_\_\_\_\_

**Please return to:**

**Accounts Department**

**ESE Direct Ltd**

**Fax: 01603 630 113**

**Email: [accounts@esedirect.co.uk](mailto:accounts@esedirect.co.uk)**

**For Office Use only**

Bank reference check	Signed	Date	
Credit ref.check	Signed	Date	
Trade reference check	Signed	Date	
Cheque limit	£	Authorised	Date
Credit limit	£	Authorised	Date

Approved by:		Date	
Confirmed to customer		Date	
Account number allocated		Sort key/code	
Salesperson		Rep. Number	
Area Code		Payment Code	
Credit Code		Terms Code	