

Credit Account Application

Please print this form, complete and return pages 1 & 2

Please retain our Terms & Conditions for future reference

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 — use more paper if needed

1

2

3

4

Year of commencement of trading

5 Please indicate your anticipated average monthly expenditure with the **Mayfair Printing Co.** £

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 an account query

9 Do you have a specific purchase order procedure for ordering from suppliers [] Yes [] No

If yes, please give details of this procedure

10 Name(s) and title(s) of individuals who are authorised to place orders with the **Mayfair Printing Co.®**

the **Mayfair Printing Co.®** Terms

11 Payment is required within 30 days of goods being received by the customer or ready for collection. The **Mayfair Printing Co.®** reserves the right to add an additional surcharge to all accounts not paid within that 30 day period. 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 Application, an upper limit for credit facilities will be agreed. The **Mayfair Printing Co.®** reserve 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 found overleaf. Our terms and conditions can also be found on our website at www.themayfairprintingco.com

Declaration by Credit Applicant

12 I understand and accept the payment terms in section 11 (above) and the general terms and conditions of the **Mayfair Printing Co.®** as detailed overleaf and I am administratively able to handle the same.

Signed

Title

Name [in CAPS]

Date

Please return this completed form to: the **Mayfair Printing Co.®** 13-14 Queen Street, Mayfair, London W1J 5PS
