

## Company Details

Company Name (Company or partnership title):	.....
Description of trade / services:	.....
Full trading address:	Registered Office (If different )
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
Main Contact:	Accounts Contact
.....	.....
Main Telephone No.	Accounts Telephone No.
.....	.....
Fax No	Email
.....	.....
Ltd Company No. (Where applicat	Credit limit required:
.....	.....
Monthly purchase ledger cut off date (where applied) please detail day of month:	.....

## Trade References

Contact	Contact
.....	.....
Company Name	Company Name
.....	.....
Address	Address
.....	.....
.....	.....
.....	.....

## Bankers Details

Name	Account No.
.....	.....
Address	Sort code
.....	.....
.....	.....
.....	.....

I have read and understand the terms and conditions printed overleaf and by signing except them. I can confirm I have the necessary authority to do so.

Signed	Print
.....	.....
Position	Date
.....	.....

## Terms & Conditions

Please find below our standard terms and conditions of trading:

### 1. Sale of Goods

- \* All prices are quoted exclusive of VAT.
- \* Quoted prices are only valid if supplied in writing, and expire after the date shown.
- \* Orders are accepted by phone, fax, e-mail and post or by using electronic links.

### 2. Delivery of Goods

- \* Goods may be delivered by any means (including post) at our discretion.
- \* Whilst we will always aim to deliver by the date promised, Expedite shall not be liable for any loss whatsoever incurred by you by any reason of delay in delivery or failure to deliver on the promised date.
- \* In certain circumstances (small order, same-day delivery) we reserve the right to charge for additional costs, always with the agreement of the customer.

### 3. Damaged/Incorrect Goods & Collections

- \* Any claims in respect of products delivered in a damaged condition or in respect of any discrepancy in the quantity delivered must be communicated to us and confirmed in writing within seven days of receipt.
- \* No goods will be collected without the correct collection note.
- \* No goods may be returned later than 14 days following the delivery date.

### 4. Cancellations

- \* Order cancellations must be communicated to Expedite as soon as possible and confirmed in writing.
- \* Expedite reserves the right to charge for work undertaken or costs incurred prior to the cancellation of an order.

### 5. Payment

- \* Our standard payment terms are 30 days nett of invoice. Other terms only apply if communicated in writing by Expedite.
- \* Payments can be made by Cash, Credit Card, Cheque or BACS transfer.
- \* Ownership of all goods shall remain with Expedite until full payment is received.