

Account Application Form

A/C Code

Account Details		Part 1	
Account/ Trading Name	Address	Accounts Contact	
		Name	
		Title	
		Accounts Email	
	Accounts Telephone		
	Accounts Fax		
Postcode			
Main Contact (Purchasing)		Alternative Contact (Purchasing)	
Name		Name	
Title		Title	
Email		Email	
Telephone		Telephone	
Fax		Fax	

Delivery Addresses/ Instructions/ Contact Telephone for Driver		Part 2	
Address/ Instruction		Address/ instruction	
Postcode		Postcode	
Tel.		Tel.	

Statements and/or Invoices can be sent to E-mail addresses of your choice. If you prefer these to be sent by post please leave the following fields empty.		Part 3	
Statement E-mail			
Invoice E-mail			

Preferred Method of Payment (Please Initial)				Part 4	
Direct Debit	BACS	Cheque	COD		

Direct Debit Mandate Attached

Form continues on next page

A/C Code

Details of Business/ Organisation		Part 5
Please also attach an example of your letterhead/ stationery.		
Status: <i>Sole Trader/ Partnership/ Limited/ Charity/ Other</i>		
Registered Company Title		
Registered Office Address	Directors/ Proprietors Full Names and Personal Addresses	
Company Number	VAT Number	

Trade References - Two references are required and will be checked		Part 6
Company Name	Company Name	
Address	Address	
Postcode	Postcode	

Acceptance of Credit Account and Settlement Terms and Conditions - Copy Attached		Part 7
Signed	Date	
Print Name	Position	

Please submit any documentation you require suppliers to complete along with this application.
Eg. Quality Assurance etc.

Orders to: sales@jamesmutch.co.uk, Tel.01224 643452, Fax.01224 630763

Accounts/ Remittances to: accounts@jamesmutch.co.uk, Tel.01224 651842, Fax.01224 630763

If you intend to pay by BACS our bank details are as follows:

Clydesdale Bank PLC	Sort Code 82-40-00
St Nicholas Branch	Account 70380160
62 Union Street	
Aberdeen	
AB10 1WD	

You will receive written confirmation that your account has been opened and what your account code will be.
Please quote your account code on any remittance advice and when placing orders.

Office Use - Initial Each Check			Sent by www.jamesmutch.co.uk		
A/C Code	Credit Limit	Quote no.	SP	Price Rate	Matrix
Rep	Week 1 2 3 4	Day	M T W T F	Freq	W F M Q S Y O N
Journey Plan	New A/c Letter			Next Visit	
DD Checked	DD to Bank	DD Crystal Reports		DD ACT Flag	
Approved by	Date	Companies House Check		Reference Check	



Cleaning & Hygiene Supplies



105 King Street
Aberdeen
AB24 5SN

Tel. 01224 643452
Fax. 01224 630763

accounts@jamesmutch.co.uk

Registered Company SC 11658
VAT Registration GB 265 6037 53

Please fill in the whole form using a ball point pen and send to:

James Mutch Ltd
105 King Street
Aberdeen
AB24 5SN

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Name of Bank Account

Bank Account Number

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Branch Sort Code

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Name and Full Postal Address of your Bank or Building Society
To: The Manager

Bank/ Building Society

Address:

Postcode

Originators Reference Number

7	0	5	6	8	9
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This is not part of the instruction to your bank or building society but is for information that may help James Mutch Ltd's Accounts Department.

Name of Accounts Contact

Telephone for Accounts Contact

Your James Mutch Ltd Account Code

Instruction to your Bank or Building Society

Please pay James Mutch Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with James Mutch Limited and, if so, details will be passed electronically to my Bank/ Building Society.

Reference Number *(Office Use)*

						D	D
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Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts. A copy of this Direct Debit Instruction and Guarantee should be retained by the payer

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit James Mutch Ltd will notify you 7 working days in advance of your account being debited or as otherwise agreed.

If you request us to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit by James Mutch Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.

If you receive a refund you are not entitled to, you must pay it back when (insert your organisation name) asks you to

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Settlement of Account Terms

Due Date

All invoices are due for payment by the 28th day of the month following that in which the goods are invoiced.

Overdue Accounts

No further goods will be supplied on credit until the overdue account is settled in full and assurance given that future payments will be made within our terms.

Amounts remaining unpaid after the 'due date' will be subject to the addition of interest at the rate of 2% per month

In the event of our solicitors taking action to recover overdue amounts the full cost of their expenses and accrued interest will be added to the amount to be recovered.

Direct Debit

Credit terms as above are given on accounts settled by Direct Debit. We will send a letter on the last working day on or before the 14th of each month. The letter will list the previous months invoices and any subsequent credits and the total amount to be debited from your account on the first working day on or after the 28th of that month. This letter replaces your monthly statement. Any queries regarding the contents of the Direct Debit notification letter must be brought to our attention at least 3 working days before the 28th of the month. Credits issued to your account after the letter has been sent may also be deducted from your payment.

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

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