

GENERAL CUSTOMER INFORMATION						
NAME AND BUSINESS ADDRESS POST CODE PHONE No. FAX No. MOBILE No. E-MAIL ADDRESS	ARE YOU A LIMITED COMPANY? YES/NO REGISTERED OFFICE ADDRESS (Limited Companies) or PRIVATE ADDRESS (Unlimited Companies) COMPANY REGISTRATION No. (Limited Companies) or VAT REGISTRATION No. (Unlimited Companies)					
HOW LONG ESTABLISHED?	NATURE OF BUSINESS	NUMBER OF EMPLOYEES				
TYPE OF PREMISES (Home/Shop/Warehouse/Site Office etc.)	IF PRIVATE ADDRESS, GIVE FOLLOWING DETAILS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;">OWNER OF PREMISES</td> <td style="width: 30%; padding: 2px;"><input type="checkbox"/> OWNER OCCUPIED</td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><input type="checkbox"/> RENTED</td> </tr> </table>		OWNER OF PREMISES	<input type="checkbox"/> OWNER OCCUPIED		<input type="checkbox"/> RENTED
OWNER OF PREMISES	<input type="checkbox"/> OWNER OCCUPIED					
	<input type="checkbox"/> RENTED					
IF YOU ARE PART OF A GROUP OF COMPANIES, A SUBSIDIARY OR ASSOCIATED WITH ANY OTHER COMPANY, PLEASE GIVE DETAILS 						
HOW MUCH CREDIT DO YOU REQUIRE? £ PER MONTH	DO YOU REQUIRE A MONTHLY STATEMENT? YES/NO					
ADDRESS FROM WHICH THE ACCOUNT WILL BE PAID (If different from Business Address above) POST CODE PHONE No. FAX No. MOBILE No. E-MAIL ADDRESS NAME OF CONTACT	ADDRESS TO WHICH INVOICES SHOULD BE SENT (If different from Business Address above) POST CODE					
PLEASE GIVE NAMES AND ADDRESSES OF TWO TRADE REFERENCES						
NAME ADDRESS POST CODE	NAME ADDRESS POST CODE					

DIRECTOR DETAILS AND AUTHORISATION

NAMES AND HOME ADDRESSES OF DIRECTORS OR PARTNERS

(Please state if none. All directors/partners listed must sign. If at present address for less than two years, also provide previous address).

A	B	C
POSTCODE	POSTCODE	POSTCODE
DATE OF BIRTH	DATE OF BIRTH	DATE OF BIRTH
SIGNATURE	SIGNATURE	SIGNATURE

I/We apply to open a credit account with RJA Electrical Services Ltd.

I/We understand that your credit terms are that payment is due promptly at the end of the month following the date of invoice and that, if granted credit, I/We agree to pay in accordance with these terms. I/We also acknowledge and accept the Terms of Business detailed on Page 3 of this application.

RJA Electrical Services Ltd shall use the information in this application for credit assessment including the taking up of a bank reference or any other credit check to facilitate the opening of the credit account. The following should be noted:

- A credit check with a credit agency, including ID verification, may form part of this process and any ongoing checks undertaken whilst the credit account is maintained.
- The credit reference agency will record any checks made.
- Such credit checks may relate to any director of the company where this application is made on behalf of a limited company.

PLEASE PRINT YOUR NAME	DATE OF BIRTH	PLEASE STATE YOUR POSITION IN THE COMPANY
PLEASE SIGN HERE	DATE	

I/We, as applicant, declare that the information I/We have provided on this form is correct and complete and I/We consent to its collection, retention and utilisation by you as provided for in the Information Notice below.

INFORMATION NOTICE

By signing this form, you acknowledge that we can use the information provided in a number of ways, for example:

- To provide quotations, sales orders and sales invoices
- Monitoring business
- Administering the credit account, including recording of conversations when taking payment and sending statements

We will collect information which is legally required but we will not collect any personal data from you that we do not need. We have Data Protection procedures in place to oversee the effective and secure processing of your personal data. All the personal data we collect, whether this is retained in paper files or on computer systems, is processed in the EU. More information on this framework can be found on our website.

If you require access to information that the Company holds on you, you must make a formal Subject Access Request to the Company. There is no charge* for the provision of this information. The Company may withhold certain information which is exempt from the right of Subject Access. If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated, by sending an email to rjashop@hotmail.com.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office.

* The law allows a charge to be applied when the request is unfounded, excessive or if further copies of the information are required. The charge will be based on the administrative cost of the information provided.

OFFICE USE ONLY

BRANCH MANAGER	DATE
COMMENTS	

TERMS OF BUSINESS

- 1 General** All goods supplied by us are sold only upon the following conditions. The placing of an order for any such goods, or the acceptance of our quotation or tender or of delivery of the goods, includes acceptance of the following conditions. Unless expressly agreed by us in writing any other terms or conditions (including any which may be contained in your order) are excluded. Unless expressly incorporated in our quotation or tender, all descriptions, illustrations, drawings, dimensions, weights, measures, specifications, standards of performance or other descriptive matter or pre-contractual statements are approximate only and shall not form part of the contract. Our record of any order placed by you verbally shall be conclusive as to the type and quantity of product and the point and date of delivery. The terms implied by sections 13 to 15 of the Sale of Goods Act 1979 are, to the fullest extent permitted by law, excluded from these conditions. These conditions shall apply to any repaired or replacement goods supplied.
- 2 Validity** Unless previously withdrawn, our quotation is open for acceptance within the period stated therein or, when no period is so stated, within 30 days after its date, and is subject to written confirmation by us at the time of acceptance. All goods are offered subject to their being available upon receipt of order.
- 3 Delivery** Unless otherwise specified, the price quoted includes delivery to any premises specified by you within our van delivery area, full details of which are available on request. The risk in all goods passes to you when they first enter those premises or are placed in store under Clause 5. We reserve the right to choose the method of transport, to charge for deliveries outside our van delivery area, and to charge you with all manufacturers' carriage charges for special items.
- 4 Delivery Times** Time for delivery shall not be of the essence of the contract unless previously agreed by us in writing. Any dates or times quoted for delivery are approximate only as we are subject to the manufacturers' or suppliers' delivery promises which we pass on to you in good faith. For the avoidance of doubt such delivery dates or times given to you shall not create a contractual obligation to deliver on such date or time and accordingly no liability shall be accepted by us for any claim by you or any third party for direct or consequential loss or damage arising from delay in delivery.
- 5 Delay in delivery** If we do not receive sufficient forwarding instructions within 14 days after notification that the goods are ready for despatch, you will either take delivery or arrange for storage. Otherwise we shall be entitled to arrange storage on your behalf and at your risk, either at our own works (making a charge of 1½% of the invoice value of the goods per month) or elsewhere. We shall be entitled to payment as if the goods had been duly delivered. All charges for storage insurance or demurrage will be payable by you.
- 6 Acceptance** Unless you give us written notice within 7 days from the date of delivery that the goods are not in conformity with the contract, you are deemed to have accepted the goods.
- 7 Passing of Property** Each of the following sub-clauses 7.1 to 7.6 are separate and severable and shall be enforceable accordingly:
 - 7.1 Notwithstanding delivery, all goods supplied by us will remain our absolute property until you pay in full for them and for all other goods previously supplied by us;
 - 7.2 You will store the goods in such a way that they are readily identifiable as our property, but you may sell them to a third party in the normal course of your business;
 - 7.3 Upon any sale by you of the goods (either alone or with other items) all rights which you have against the buyer shall automatically vest in us;
 - 7.4 We shall be entitled immediately after giving notice of our intention to repossess, to enter upon any premises with such transport as may be necessary and repossess any goods to which we have title under this Clause;
 - 7.5 If you incorporate the goods we supply to you into other products with or without materials you already possess or which are supplied to you by third parties the property in such other product will pass to us and you shall store them without charge on our behalf as bailee;
 - 7.6 You shall not be entitled to pledge or in any way charge by way of security any of the goods which remain our property but in the event you do so all moneys owing by you to us shall without prejudice to any other right or remedy available to us forthwith become due and payable.
- 8 Loss or damage in transit** Any shortage or damage must be clearly stated upon the driver's Delivery Sheet and a written statement of the facts received at our branch and by the Carrier (if not ourselves) within 3 days after the date of delivery, otherwise no claim will be entertained. The package and contents should be retained for examination. Written notice of any non-delivery must be received at our branch within 7 days after the date of invoice. Time is of the essence of this clause. Our liability in respect of any claim accepted under this Clause is limited to making up the shortage or replacing any goods proved to have been damaged or lost in transit to the point of delivery, and we accept no liability for any loss or damage suffered by you, whether direct or consequential and howsoever arising.
- 9 Packing Etc.** Cable drums, crates, cases, pallets, stillages or other returnable packaging are not included in the quoted price, and will be charged at current rates. You will, however, be credited with the amount charged when the item(s) is/are returned to us in good condition within 14 days of the date of our invoice.
- 10 Prices** All goods are sold subject to the prices and any relevant discounts ruling at the time of delivery. Our prices, discount rates and Conditions of Sale may be altered at any time without notice. All discounts and prices are calculated upon a "whole order" or "majority of the order" basis. If, when placing your order you select only certain items or reduced quantities are specified, we reserve the right to review the discounts and prices at which such orders are accepted.
- 11 Payment** Payment in full without retention or set-off and in cleared funds shall be due not later than the end of the month following that in which the goods were delivered, or on earlier demand. If you do not comply punctually with these terms of payment we reserve the right to charge you interest on any amount overdue at the rate of 8% plus Bank of England base rate being the statutory rate of interest and fixed sums pursuant to the Late Payment of Commercial Debts (Interest) Act 1998 together with the payment of any fixed and reasonable costs incurred by us and without notice to suspend further deliveries until all arrears (including interest) have been paid and, at our option, to rescind any subsisting contract with you as to all or any parts of future deliveries but without prejudice to any rights already accrued to us under such contracts any sums payable under which also become payable to us immediately any amount becomes overdue pursuant to this Clause 11.
- 12 Performance** It is your responsibility to determine that the goods are sufficient and suitable for the purpose to which they are to be put. We cannot accept any responsibility either in respect of the installation of any goods or as to the ultimate performance of any product in which the goods may be installed. We shall in no way be liable for any direct or consequential damage, loss or expense arising from any defect or inefficiency caused by the manner in which the goods are used.
- 13 Defects after delivery** All goods supplied by us are manufactured by others. Accordingly, we shall pass on to you the benefit of the warranty, if any, given by the manufacturer of the goods. Our liability under this Clause shall be in lieu of any warranty or condition implied by law as to the quality or fitness for any particular purpose of the goods, and we shall not be under any liability, whether in contract, tort or otherwise in respect of any goods or loss resulting from such defects or from anything done or omitted in connection with the goods or from any work done in connection therewith.
- 14 Return of Goods** In no circumstances may goods supplied against a firm order be returned without our prior written consent and the receipt of your advice note stating the reason for the return and the date and number of our invoice. All goods returned must be securely packed and, unless we arrange collection, consigned carriage paid. If we collect we reserve the right to make a handling charge, and the issue of our collection note will not bind us to issue any credit in respect of the goods.
- 15 Termination** We may without prejudice to our other rights and remedies determine the contract or any unfulfilled part of it or withhold further deliveries or make partial deliveries if:-
 - (a) you fail to make payment on the due date under this or any other contract between us;
 - (b) you purport to cancel or suspend, or commit any breach of, this or any other contract between us;
 - (c) you become insolvent or make any composition with your creditors or have an administrator or a receiver appointed over all or any part of your undertaking or assets or go into liquidation (save for the purposes of amalgamation or reconstruction) and we shall be entitled to recover from you all our loss including any loss of profit or loss on re-sale.
- 16 Waiver** Any failure by us to enforce any or all these Conditions shall not be construed as a waiver of any of our rights hereunder.
- 17 Rights of Third Parties** For the avoidance of doubt the provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to any term or condition hereof and nothing contained herein shall confer on any third party any benefit or the right to enforce any term or condition hereof.

TOB 12/16

BANK REFERENCE AUTHORITY

BANK DETAILS

To: The Manager

Bank Name: _____

Bank Address: _____

Sort Code:

- -

Account Number:

CUSTOMER AUTHORISATION

I/We (Customer Name) _____

Of (Customer Address) _____

hereby authorise you to provide a reference on me/us in response to any requests you may receive from RJA Electrical Services Ltd at any of its branches or office, subject to payment of any related fee by the originator, without further reference to me/us.

This authority shall remain in force unless and until cancelled by me/us in writing.

Signed: _____ Date: _____

For and on behalf of: _____

(this form should be signed by a Director/Partner/Owner or other such properly authorised person)

COMPANY AUTHORISATION

We confirm that this form of authority is in respect of an existing or prospective continuing trading or business relationship between us and your above named customer. We also confirm that there is or will be a continuing need for us to make status enquiries about the above named customer.

Our bankers: Barclays Bank PLC, 85 High Street, Sittingbourne, M10 4AW can confirm the above.

For ease of reference, we shall submit a photocopy of this form as authority with each subsequent status enquiry we make.

Signed: _____ Date: _____

For and on behalf of RJA Electrical Services Ltd.