

# Credit Account Application Form



Please complete all sections of this credit account application form. In order for us to open your account please sign section 7 confirming that you agree to adhere to the terms and conditions listed below. Completed forms should be returned by email to enquiry@synergyhire.co.uk.

## Section 1. Customer Details

|  |  |                            |  |
|--|--|----------------------------|--|
| Company Trading Name                     |  | Project Title and Location |  |
| Trading Address<br>(including post code) |  |                            |  |

|  |  |
|--|--|
| Registered Office Address<br>(If different from above) |  |
|--|--|

|                             |  |                       |  |
|-----------------------------|--|-----------------------|--|
| Name of Account Contact     |  | Telephone Number      |  |
| Position of Account Contact |  | Fax Number            |  |
| Email Address               |  | Purchase Ledger Email |  |

## Section 2. Company Information – Limited Companies – please complete

|                             |                        |                                 |                              |
|-----------------------------|------------------------|---------------------------------|------------------------------|
| Registered Company Name     |                        | Company Registration Number     |                              |
| Description of Business     |                        | Name of Parent Company (if any) |                              |
| Company VAT Number          |                        | Amount Applied For              | £                            |
| Date of Incorporation       |                        | What Date will you Make Payment |                              |
| Number of Years in Business | [ ] Years / [ ] Months | How will you Pay                | [ ] BACS [ ] Cheque [ ] Card |

## Section 3. Partners / Sole Traders – please complete

(continue on separate sheet if necessary)

|                             |                        |                                 |                              |
|-----------------------------|------------------------|---------------------------------|------------------------------|
| Proprietor/Director Name    |                        | Proprietor/Director Name        |                              |
| Signature                   |                        | Signature                       |                              |
| Description of Business     |                        | Amount Applied For              | £                            |
| Company VAT Number          |                        | What Date will you Make Payment |                              |
| Number of Years in Business | [ ] Years / [ ] Months | How will you Pay                | [ ] BACS [ ] Cheque [ ] Card |

## Section 4. Details of Company Directors

|   |  |   |  |
|---|--|---|--|
| Director Name                             |  | Director Name                             |  |
| Director Address<br>(including post code) |  | Director Address<br>(including post code) |  |
| Do you Hold Other Directorships           | [ ] Yes [ ] No (If no go to section 5) | Do you Hold Other Directorships           | [ ] Yes [ ] No (If no go to section 5) |
| Details of Other Directorships            |  | Details of Other Directorships            |  |

## Section 5. Trade References

|                                  |                |                                  |                |
|----------------------------------|----------------|----------------------------------|----------------|
| Trade Reference Company Name     |                | Trade Reference Company Name     |                |
| Address<br>(including post code) |                | Address<br>(including post code) |                |
| Contact Name                     |                | Contact Name                     |                |
| Telephone Number                 |                | Telephone Number                 |                |
| Fax Number                       |                | Fax Number                       |                |
| Email Address                    |                | Email Address                    |                |
| Association with Trade Reference | [ ] Yes [ ] No | Association with Trade Reference | [ ] Yes [ ] No |

**TERMS AND CONDITIONS OF CREDIT FACILITIES**

1. Credit will not be granted until the application form has been fully completed and references taken up and reviewed.
2. Customers holding approved credit account facilities with this company will be required to settle their accounts on or before the 30<sup>th</sup> of the month following the month of the invoice.
3. Where the credit terms and/or credit limit are exceeded, we reserve the right to charge interest at a rate of 5% above the Barclays Bank plc base rate, accruing daily.
4. Failure to comply with these terms and conditions may result in the withdrawal of credit facilities and any sums outstanding will become payable, in full, immediately upon notice, the customer will also lose benefit of any previously agreed discounts or special terms.
5. The company reserves the right to withdraw credit facilities and demand immediate payment of all monies outstanding at their discretion.
6. Periodic reviews will be conducted to monitor account activity. Accounts that have not traded for 12 months will be reviewed. Continually late paying accounts will be closed. Accounts will only be re-opened after up-to-date application has been submitted and reviewed.
7. In the event of short delivery or any other grievance, the company should be notified within seven days from date of invoice/delivery. Failure to do so will result in that and future claims being dismissed.
8. The company reserves the right to amend and/or withdraw credit facilities and terms at any time.
9. The company reserves the right to contact the customer's insurance broker to verify their hired in plant insurance policy.
10. All machinery is hired under the latest CPA terms and conditions of hire. (Copy available on our website)

**Section 6. GDPR**

The information submitted in this form will be held for legitimate interests and/or contractual basis and used for the sole purpose of trading with you and retained in line with our Privacy Policy. We will never sell or pass on the information we hold for you without prior consent.

**Section 7. Confirmation**

**This section should be completed by the Owner, Director or Officer of the company applying for credit facilities**

I / we accept the above Terms and Conditions of Credit Facilities. I / we accept responsibility for any loss or damage to any or all of the equipment hired by ourselves. I / we accept that payment is due 30 days End of Month unless otherwise agreed in writing. I / we agree that if credit is granted, I / we will pay in accordance with the above terms. Information supplied in the course of this application may be passed to a third party for the purposes of credit reference checking or recovery, and I / we accept that this information may be reviewed from time to time in the future.

|                                 |  |                       |  |
|---------------------------------|--|-----------------------|--|
| Signed (on behalf of applicant) |  | Name (block capitals) |  |
| Position in Company             |  | Date                  |  |

**Please also attach a copy of: -**

- **Company Letterhead**
- **Insurance document for hired in plant with a MINIMUM £50,000 level of cover**
- **Driving license if a sole trader or non-limited company**

|                    |  |                            |  |                         |  |
|--------------------|--|----------------------------|--|-------------------------|--|
| Copy of Letterhead |  | Copy of Insurance Document |  | Copy of Driving License |  |
|--------------------|--|----------------------------|--|-------------------------|--|

**Section 8. Synergy Hire Internal Office Use Only**

|                           |  |            |  |
|---------------------------|--|------------|--|
| Application Referred By   |  | Depot      |  |
| Application Referred Date |  | Department |  |
| Comments                  |  |            |  |

|                           |  |                           |  |
|---------------------------|--|---------------------------|--|
| Credit Check Passed       | <input type="checkbox"/> Yes <input type="checkbox"/> No | Credit Check Score        |  |
| Trade Reference 1 checked | <input type="checkbox"/> Yes <input type="checkbox"/> No | Trade Reference 2 checked | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|                   |  |                         |  |
|-------------------|--|-------------------------|--|
| Amount Authorised |  | Credit Terms Authorised |  |
| Authorised By     |  | Signature               |  |
| Authorised Date   |  |                         |  |

All account applications in excess of £10,000 require dual authorisation.

|                 |  |            |  |
|-----------------|--|------------|--|
| Authorised By   |  | Depot      |  |
| Authorised Date |  | Department |  |