



ACCOUNT OPENING FORM
- Please Fill in all Details Below -

SECTION 1 – COMPANY DETAILS

Company Details		Invoicing Details	
Company :		Company :	
Address :		Address :	
Post Code :		Post Code :	
Contact Name :		Contact Name :	
Tel. No. :		Tel. No. :	
Fax No. :		Extension No. :	
Email Address :		Fax No. :	
Website Address :		Email Address :	

SECTION 2 - ACCOUNT AND VAT DETAILS

Bank Name :		Account Name	
Account No. :		Sort Code :	
	7 digit a/c nos. must be preceded by a leading '0'		
VAT Reg. No :		Reg. No. :	

SECTION 3 - REFEREES

Referee 1		Referee 2	
Company :		Company :	
Address :		Address :	
Post Code :		Post Code :	
Contact Name :		Contact Name :	
Tel. No. :		Tel. No. :	
Fax No. :		Fax No. :	
Email Address :		Email Address :	
Website Address :		Website Address :	

SECTION 4 – QUALITY ASSURANCE

Does your organisation operate a formal Q.A. management system	YES <input type="checkbox"/> NO <input type="checkbox"/>	If you do operate a Q.A. system, to what standard is it measured against?	
Is the Q.A. system audited and accredited by a third party?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of the Third Party	

SECTION 5 - SIGNATURE

Print Name :		Date :			/			/		
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Signature :	
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FINANCE DEPARTMENT USE ONLY											
Date Application Received	Credit Limit	£	Account Number								

Unit 18E Ogden Road, Shaw Lane Industrial Estate, Doncaster, South Yorkshire, DN2 4SQ.
 Telephone : 01302 739998 Fax : 01302 739739 Email : accounts@sercalelectronics.co.uk

- Terms and Conditions of Trade -

GENERAL

- (1) These terms and conditions are incorporated into all contracts for the supply, repair and calibration of electrical test equipment and accessories.
- (2) SerCal Electronics Limited is registered for Value Added Tax. Our registration number is GB 829 4194 03.

PAYMENT TERMS

- (3) Non-account holders are to pay for goods/services on a pro-forma invoice, after which their 30 day account will be opened once credit checks and references are obtained.
- (4) Unless otherwise agreed in writing by the Supplier all invoices are payable within thirty (30) days of the date of invoice, in the currency of the invoice, drawn on a bank based in the UK or by such other method as is agreed in advance by the Supplier.
- (5) Failure to pay all amounts due by the due date may result, at the Suppliers absolute discretion, in:-
 - (a) withholding of further supplies including supplies in respect of which the customer has already made payment in full; and/or.
 - (b) interest will be charged on amounts outstanding over 90 days will be charged at the Bank of England base rate plus 8% (eight percent). Interest will stop being applied once the whole of the principle debt has been cleared, but will continue to run on any part of the debt that remains unsettled.
- (6) We reserve the right, in appropriate circumstances, to assign outstanding debts to a third party, such as a Debt Recovery Firm.

CREDIT TERMS

- (7) The Supplier may set and vary credit limits from time to time and withhold all further supplies if the customer exceeds such credit limit.

DELIVERY

- (8) Delivery will be made to the address specified on the order by the customer, or to other such addresses as are notified to the Supplier in writing from time to time by our Courier Service.

LOSS OR DAMAGE IN TRANSIT

- (9) Claims for incorrect or non-delivery of goods must be made IN WRITING TO THE SELLER WITHIN FIVE (5) WORKING DAYS of the receipt of the goods, accompanied by the original delivery note for incorrectly delivered goods, and within five (5) working days of receipt of the covering invoice for non-delivery.
- (10) Damage in transit must be notified to the seller and the carrier within three (3) working days of receipt.

RETURNS

- (11) Goods returned "not wanted or ordered in error" are subject to a 3.5% handling charge.
- (12) Returns of Goods will be accepted for credit provided they are received at the Supplier's warehouse within seven (7) working days of the date of delivery note, and are accompanied by a copy of the returns note/invoice, have a valid authorisation code (please obtain from Customer Services before returning goods) and are in a condition fit for re-sale. Refunds will be given only where the Goods returned are in a condition fit for resale and there are no other amounts outstanding and due on the customer's credit account with the Supplier.

SUPPLIERS LIABILITY

- (13) The Suppliers liability to the customer for negligence, breach of contract and statutory duty is limited to the cost of replacing the goods ordered. It is not intended that any contract between the Supplier and the customer for the supply of Goods should be enforceable by any third party. Nothing in this Agreement is intended to limit liability for death or personal injury.
- (14) Any waiver by the Supplier of any of these terms and conditions shall be limited to the particular instance and shall not operate or be deemed to operate as a future waiver of that or any other term.

NOTICES

- (15) Notices sent by the customer must be sent by prepaid post to the Supplier's Customer Services Department at the address on the most recently delivered invoice. Such notices must state the customers name and (where applicable) account number. Notices sent by the Supplier will be sent to the customer's last known address.