

## Credit Application

Please can you supply names of other contacts within your Company, for example, Human Resources Manager, Transport Manager, Training Manager, etc. so we can direct relevant details to the correct person.

Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

If you are not a Limited Company, please complete the following:

Name & Home Address of Proprietor/Partner

Name & Home Address of Proprietor/Partner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Limit Requested: £ \_\_\_\_\_

Length of Time Business Established: \_\_\_\_\_ Estimated Expenditure Per Month: £ \_\_\_\_\_

### Trade References

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Bank Reference

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Acc No: \_\_\_\_\_ Sort Code: - - Are you paying by Direct Debit? YES  NO

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

(Declaration to comply with Payment Terms according to stated Credit Terms and Conditions)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Be Personnel Limited, 85 High Street, Alness IV17 0SH.

# New Client and Credit Application Form

Thank You for choosing Be Personnel Limited as your Recruitment & HR specialist

In order to set up a trouble free accounting procedure, please complete both sections of this application prior to us supplying you with any staff and/or services and return to:

Be Personnel Accounts Department



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## Payment Information

Standard Terms and Conditions of Payment

### Invoices

Invoices will be issued on a fortnightly basis.

### Payment

All payments should be sent direct to:

Be Personnel Limited, 85 High Street, Alness IV17 0SH

Telephone: 01349 883303 Fax: 01349 883313

### Payment by BACS

Be Personnel Limited, Lloyds TSB Plc, 30.25.81 A/C No: 01133104

### Payment Terms\*

14 Days

\* These are our standard payment terms from date of Invoice.

However, these may vary due to negotiation and individual client circumstances.

Interest will be charged on overdue Invoices.

### Telephone

01349 883303

### Fax

01349 883313

### Email

accounts@bepersonneltd.com

### Be Personnel Limited

Be Personnel Limited, 85 High Street, Alness IV17 0SH

Telephone: 01349 883303 Fax: 01349 883313

Email: accounts@bepersonneltd.com

[bepersonneltd.com](http://bepersonneltd.com)

## Credit Application

Company Name: \_\_\_\_\_

Trading Name (if different from above): \_\_\_\_\_

Company Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Name/Position: \_\_\_\_\_

Purchase Order Terms (if applicable): \_\_\_\_\_

Payment Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Invoice Address (if different from above): \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Type of Company: e.g. Limited, Sole Trader, Partnership: \_\_\_\_\_

VAT Number: \_\_\_\_\_

If you are a subsidiary, please give name of parent company: \_\_\_\_\_

If a Limited Company, Company Registration No: \_\_\_\_\_



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