

Reach Publishing Services Ltd

P.O. Box 2003, Liverpool, L69 3FR

Credit Account Application Form

(PLEASE USE BLOCK CAPITALS AND COMPLETE FULLY)

COMPANY DETAILS

Full Company Name:			
Trading Name: (If different from the above)			
Type of Business	Ltd.	Company Registration Number	Other
		PLEASE SPECIFY e.g. Sole Trader, Partnership etc.	
Proprietor(s) / Managing Director(s) Name(s):		Date of Birth: (for Sole Traders this is required)	
Trading Address :			
Length of time at address:		Previous address (if at current address less than 3 years):	
Invoicing Address : (if different from the above)			
Length of time at address:		Previous address (if at current address less than 3 years):	
Home Address : (for Sole Traders this is required)			
Length of time at address:		Previous address (if at current address less than 3 years):	
Company Tel No:		Date Established	
Charity No if Vat Exempt		Monthly Credit Required	
For Zero/Exempt rating, please supply self certification of qualification for VAT Zero Rating. If operating in the EU but outside of the UK, please supply your registered VAT number and country of registration:		Email Address	
		Web Address	
		Nature of Business	

BANK DETAILS

Bank Name:		Account Name:	
Bank Address:			
Bank Sort Code:		Account Number:	

PAYMENT/INVOICING INFORMATION

Is a PURCHASE ORDER NUMBER required on invoices from Reach Publishing Services ? Please tick box YES/NO PLEASE NOTE: For the PO number to appear on all invoices this must be provided at the time of booking.	YES	NO
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PLEASE NOTE: all correspondence will be sent via email where an email address has been supplied.

Email Address:	
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DECLARATION

I/we hereby declare that the information given is complete and accurate to the best of my/our knowledge. I/we acknowledge that where a full monthly credit account is offered, invoice/s will become due and be paid by the 25th of the month following month of invoice. Where a direct debit account is offered, I/we undertake to ensure that funds are available to be collected by Direct Debit on the due date. The signature on this form is confirmation that you fully accept these terms and will adhere to them. Please note that once this form is returned, duly completed, it will be necessary for us to undertake a credit check with a credit reference agency, in order to process your application further and offer you credit facilities. Your signature on this form indicates that your full permission is given for us to undertake this check. Please ensure that all appropriate sections of this form are fully completed with the information requested.

Please email the completed form to accountsreceivable@reachplc.com

Signature (Voided if not signed) Name & Position within company (please print full name) Date

Signature (Voided if not signed) Name & Position (where more than one signature is required please use this section) Date

PLEASE NOTE:- It is the responsibility of the above named company to advise of any changes to the above information. This form must be completed by the Finance Director or a senior member of the Finance Team.

Reach Publishing Services Ltd. registered in England No 8339522. Registered Address 1 Canada Square, Canary Wharf, London E14 5AP.
Acting as an agent for one or more of its group companies, a full list of whom can be viewed at www.reachpublishingservices.co.uk