



ASK The Office Equipment Specialists (Bfd) Ltd
Sanderson House
39 White Abbey Road
Bradford
West Yorkshire
BD8 8EJ



Tel: 01274 731212
Fax: 01274 725285
enquiries@ask-the-office.co.uk
www.ask-the-office.co.uk

APPLICATION FOR COMMERCIAL CREDIT

Please complete and return to:

ASK The Office Equipment Specialists (Bfd) Ltd
Sanderson House
39 White Abbey Road
Bradford, BD8 8EJ

Full name of Applicant (and trading name if different)

Trading address.....

Tel No..... Fax No.....

Registered Office (if different from above).....

Business type: Limited Company ☐ Sole Trader ☐ Partnership ☐

Year trading commenced.....If Limited Company, Reg. No.....

If Partnership give full names (not initials) and home addresses of ALL partners (Use a separate sheet if necessary)

1.....

2.....

REFERENCE

Name address, telephone number and contact details of 2 principal suppliers

Supplier1.....

Value of monthly Purchases £.....

Supplier 2.....

Value of monthly Purchases £.....

Name of Bankers..... Branch.....

Sort Code								Account Number									
-----------	--	--	--	--	--	--	--	----------------	--	--	--	--	--	--	--	--	--

Maximum anticipated monthly credit required from us £.....

Name of the person responsible for paying our account on time.....

Should you not wish to receive any electronic information regarding our products please tick box

☐

Director: G.Colehan (Managing)

N.Colehan (Secretary)

Vat No. 381 2780 46 Registration No. 1759553



ASK The Office Equipment Specialists (Bfd) Ltd
Sanderson House
39 White Abbey Road
Bradford
West Yorkshire
BD8 8EJ



Tel: 01274 731212
Fax: 01274 725285
enquiries@ask-the-office.co.uk
www.ask-the-office.co.uk

CONTINUED

ALL MONIES CLAUSE

The risk in the goods shall pass from the company to the buyer upon delivery of such goods to the buyer. However, notwithstanding delivery and the passing of risk in the goods, title and property in the goods, including full legal and beneficial ownership, shall not pass to the buyer until the seller has received in cash or cleared funds payment in full for all goods delivered to the buyer under this and all other contracts between the seller and the buyer for which payment of the full price of the goods thereunder has not been paid. Payment of the full price of the goods shall include the amount of any interest or other sum payable under the terms of this and all other contracts between the company and the buyer under which the goods were delivered.

DECLARATION BY APPLICANT SEEKING CREDIT

- I am duly authorised by the applicant business to enter into this agreement on its behalf. We agree that payment of your invoices will be made strictly in accordance with the credit terms stated of 30 days from month end of Invoice. We recognise that if payment of your invoices is not made by the due date for payment, it may result in the matter being referred to the ICSM for recovery of the invoice debt; if so, we agree to indemnify you against the costs you incur in referring the matter to ICSM to pursue the debt including ICSM current applicable fees for writing to us, any commission payable by you to ICSM, all reasonable incidental costs of recovering the debt and interest as applicable.*
- I understand that you may authorise a search through credit reference agencies, which will keep a record of that search and may share that information with other businesses. It/they may also make enquiries about the directors/partners as applicable*
- I authorise our bankers to provide an opinion as to our suitability for the requested account.*

SIGNED..... **NAME** (Please print).....

DATE..... **POSITION**.....

(Now please return this form to the ICSM Member shown above top left)

Director: G.Colehan (Managing)

N.Colehan (Secretary)

Vat No. 381 2780 46 Registration No. 1759553



ASK The Office Equipment Specialists (Bfd) Ltd
Sanderson House
39 White Abbey Road
Bradford
West Yorkshire
BD8 8EJ



Tel: 01274 731212
Fax: 01274 725285
enquiries@ask-the-office.co.uk
www.ask-the-office.co.uk

Ask The Office Equipment Terms & Conditions Of Sale

In these terms and conditions of sale (these conditions), We "The Company", "Our" or "Us" means Ask The Office and "the Customer" means the person, firm or company by whom an order is made.

1. General

- 1.1. Unless otherwise agreed in writing by us, these conditions shall apply to all contracts between us and the Customer and may not be added to, modified or varied without our express written agreement.
- b. No addition to or variation from such terms and conditions shall have effect on us unless such variation or addition is expressly accepted by us in writing under the hand of a Director. Our sales representatives are not authorised to amend any of these items on our behalf.

2. Prices

We shall endeavour to maintain prices quoted but we reserve the right to increase quoted prices according to any increase in cost of materials. All sums quoted shall be exclusive of Value Added Tax.

3. Terms of Payment

Payment terms are 30 days from month end of invoice. In the event of non-payment we reserve the right to refer this matter to our debt recovery agent and any additional cost incurred by us will be added to your account.

4. Delivery

Any dates quoted for delivery of the goods are approximate only and we shall not be liable for any delay in delivery of the goods howsoever caused. Time for delivery shall not be the essence unless previously agreed by the Company in writing. The goods may be delivered by the company in advance of the quoted date upon giving reasonable notice to the Customer.

5. Ownership Of The Goods

Until payment due under all contracts between the Customer and Us has been made in full:

- a. The title and property in the goods supplied by us will not pass to the customer.
- b. The customer shall hold upon trust for us the goods.

6. Returns

The company has the discretion (which it may exercise as it wishes) to accept the return of any of the goods supplied to but not required by the Customer (upon such terms the company may chose to charge a handling fee) and to issue a credit note in respect thereof. The customer cannot return bespoke goods or any goods marked as non returnable.

Director: G.Colehan (Managing)

N.Colehan (Secretary)

Vat No. 381 2780 46 Registration No. 1759553



ASK The Office Equipment Specialists (Bfd) Ltd
Sanderson House
39 White Abbey Road
Bradford
West Yorkshire
BD8 8EJ



Tel: 01274 731212
Fax: 01274 725285
enquiries@ask-the-office.co.uk
www.ask-the-office.co.uk

Ask The Office Equipment Customer Returns Policy

No Longer Required

Ask The Office Equipment has a no quibble returns policy. Simply call the office on 01274 731212 or email enquiries@ask-the-office.co.uk within 10 days of receipt of the goods and a collection will be arranged for you. You will receive a 100% credit within 30 days of our receipt of the returned product(s)

- A. All items to be returned should be in their original inner and outer packaging and none of the packaging shall have been written upon, taped or had permanent labels attached.
- B. All items to be in satisfactory and merchantable condition and may be re-sold at the price that would have been charged.
- C. In the case of dated products the return request is made by 10th December of the year previous to the year to which such dated product relates.
- D. The company will not (without prejudice to its discretion) accept the return of any electrical item which has been removed from its packaging
- E. All food and beverages items are NON returnable due to Health & Safety Regulations.

All no longer required goods reported after 10 days of receipt will incur a handling charge (to be advised at time)
Items reported after 30 days of receipt will not be accepted back.

Faulty Items

If an item delivered to you is faulty or damaged please contact the office within 48hrs and we will arrange for the item to be collected and a replacement sent to you the following day if in stock, or alternatively Ask will offer a full refund.

Missing Items

If an item is missing from your order please check your delivery note to make sure the product is not on back order. Your missing item will be delivered free of charge and any back orders will be delivered as soon as the stock becomes available.

All shortages must be reported with 48hrs of receiving your order.

Should you require any further information please do not hesitate to contact the office and speak to any of the team who will be happy to assist you.

Director: G.Colehan (Managing)

N.Colehan (Secretary)

Vat No. 381 2780 46 Registration No. 1759553