

If you are dealing with a new customer who wants to establish a line of credit then it is vital that you begin the credit management process at the earliest possible date. Ask for the basic information that you will need in order to assess whether the risk you are taking in providing them with credit is commercially viable.

At Account opening stage the business has three objectives:

1. To establish the correct identity of the customer.
2. To confirm that customer's 'ability to pay'.
3. To agree Trading Terms.

These objectives are not difficult to achieve. A simple 'Credit Account Application Form' can be used to obtain information, and to set out, on the reverse, the supplier's Terms of Trading. By signing the completed Form, the customer provides the information – and agrees the Terms.

You should also include a data protection clause that is relevant to your own business, which sets out in detail the purposes for which you will use the data. Full guidance should be sought from the Office of the Information Commissioner (Tel 01625 545745)and/or your own legal advisers.

Application for a credit facility

Items in this box are for office use only		Date Received _____
<input type="checkbox"/> New Account	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Close Account <input type="checkbox"/> Change of Title
To be completed by [Customer] [Supplier/ Sales Representative] _____		
Legal Title and Trading Name :		
<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLP (please tick where appropriate)
Limited Company	<input type="text"/>	Co. Reg. No. <input type="checkbox"/> PLC
Delivery Address		
Name		
Street		
Town		
Country		
Postcode	Phone Number	
Statement Address (if same as delivery address, please state)		
Name		
Street		
Town		
Country		
Postcode	Phone Number	
Business Activity (please specify)		
Method of Payment : Cheque <input type="checkbox"/> Direct Debit <input type="checkbox"/> BACS <input type="checkbox"/> Other		
If other please specify: _____		
I/We request you to open a Credit Account in the name of: _____		
With a Proposed Credit Limit of: _____ per month Including VAT: _____ per month		
Agreed Credit Period : _____ days		

Trade References

I/We authorise you to take up references at any time from the under mentioned bank and trade sources (we will make searches with a credit reference agency, which will keep a record of those searches and will share that information with other businesses. We may also make enquiries about the principal directors with a credit reference agency.):

1. Name _____ Account Number _____
Full Address _____

2. Name _____ Account Number _____
Full Address _____

3. Name _____ Account Number _____
Full Address _____

Bank Details

We may request a credit reference from your bank from time to time, at which time we will ask you to sign a consent. In the meantime, please enter your bank details below.

Name _____
Address _____
Sort Code _____ Account Number _____

Contact for Payment

Name _____
Position _____
Tel No. _____ Fax No. _____

Details of Owner/ Partners/ Directors

We have read, understood and retained a copy of your conditions of sale (including the retention of title clause) and agree to trade in accordance with these for any goods supplied. We accept that title to all goods supplied to us will remain vested in [] Limited until all amounts outstanding from us on any account have been paid in full to [] Limited.

I/We also agree to comply with your settlement terms (specified within your conditions of sale).

I attach a sample of my/ our headed paper with this form.

1. Name _____ Signature _____
Home Address _____

2. Name _____ Signature _____
Home Address _____

3. Name _____ Signature _____
Home Address _____

Customer Visit Report

(to be completed by Supplier/ Sales Representative.)

(This report should contain key information about a prospective new customer i.e. length of time in business, size of business, where they have previously purchased goods from, financial information etc.)

Signature_____ Date_____

Signature_____ Date_____