# Our Business Account Form

|  |  |  |
| --- | --- | --- |
| Section 1- Customer details |  | Section 3- Account details (continued) |

***Name:***

Surname:

First Name:

***Address:***

Post Code:

Tel:

Section 2- Company or business details

***Company Name:***

***Company Reg No:***

***Company Address***

Post Code:

Tel:

Fax:

***Nature of Business:***

Job Title:

Position:

Section 3- Account details

***Predicted monthly expenditure:***

Up to £500.00 a month

Up to £1,000.00 a month

More than £1,000.00 a month

***Bank details:***

Name of Bank:

Sort Code:

Account No:

***Invoice address:***

Post Code:

|  |  |  |
| --- | --- | --- |
| ***Payment method (Yes)*** |  |  |
| ***Cash*** |  |  | ***Account purpose*** |
| ***Cheque*** |  |  | ***Business*** |  |
|  |  |  |  |  |
| ***Card*** |  |  | ***Personal ( 1 )*** |  |
|  |  |  |  |  |

***Card Payment Type (Yes) Personal Account only***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| American Express |  | Visa Credit |  |  |
|  |  |  |  |  |
| MasterCard |  | Visa Debit/Delta |  |  |
|  |  |  |  |  |
| Maestro/Switch |  | Diners Club International |  |  |
|  |  |  |  |  |
| Credit/Debit Card No: |  |  |  |
| Security Code: |  |  |  |
|  |  |  |
| Issue No: |  |  |  |
|  |  |  |
|  |  |  |  |
| Start Date: |  |  |  |
|  |  |  |  |
| Expiry Date: |  |  |  |
|  |  |  |  |  |

**Address Card registered to:**

House No:

Street:

Post Code:

Sign:

Print Name:

Date:

**Office Use Only:**

***Note:* Signature Transfers Ltd aims to provide an efficient service for your bookings made in advance. However, bookings made within 60 minutes will be dependent on our availability.**

**( 1 ) Personal accounts require:**

1. Proof of Identity: Passport or photo driving license
2. Proof of Address: Utility bill etc.
3. A £5 charge is required to set up a Personal Account with Signature Transfers Ltd. This is to be made by Credit/Debit Card only. Please complete the Credit Card details above, by signing the above declaration you are agreeing to the terms and conditions of the Personal Account set out on page 2 of this form.

**Note: All personal accounts require completion of sections 1,3 & 4.**

Business Account Form (cont)

Section 4- Account Authorization

***Account No.*** ……………… (R***equired field - enter 4 digit no., maybe amended by us if already taken)***

n.b. As we cannot accept any responsibility for misuse of the account

Facility by any member of the account holder's personnel or associates,

We strongly recommend that you enter a 4 digit number which must be quoted

On all bookings by any authorized person(s) (This may be left blank at your discretion)

***Please enter details below of authorized people (who can make bookings)***

 **# Name Position**

1.
2.
3.
4.
5.
6.
7.
8.

**Terms & Conditions of Account**

Opening an account with Signature Transfers Ltd makes your business or social journeys that bit easier.

When booking your car on account, you simply have to quote your account number and know that you will receive an invoice with all the jobs booked over the last month\* in one go, you will also receive priority as a Signature Transfers Ltd account holder.

For the frequent customer or company car booker this saves time and effort and can even be used to track bookings for different departments in one easy step. Our passenger, parcel and executive services are all available with an account.

1. Accounts are opened on the strict understanding that payments are made within 14 days of receipt of invoice - invoices are issued on a monthly basis (\*or more frequently if required).
2. Queries regarding a job must be made within 10 days of receiving the invoice, after this period, queries will only be dealt with at the management’s discretion.
3. Account customers are not to deduct monies from their invoice unless accompanied by an official credit note from Signature Transfers Ltd.
4. Signature Transfers Ltd cannot accept any responsibility for misuse of the account facility by any member of the account holder’s personnel or associates.
5. Personal Account Customers are required to provide Credit/Debit Card Details (in Section 3), by signing the declaration you agree to the following condition: If payment is not forthcoming within the timescale agreed all monies outstanding will be charged directly to that Credit/Debit Card without any further notice.
6. All card payments subject to a 5% surcharge.

Account is activated 48hrs after receiving the form - if there are any queries we will contact you on the number above

 Phone : 020 8090 0075