|  |  |  |  |
| --- | --- | --- | --- |
| **Company Details** | | | |
| **Company Reg Number** |  | **VAT Number** |  |
| **Company Name** |  | | |
| **Address** |  | | |
| **Trading Name**  **(if different)** |  | | |
| **Invoice Address**  **(if different)** |  | | |
| **Contact Name** |  | **Position** |  |
| **Tel** |  | **Fax** |  |
| **Email** |  | **Web Site** |  |
| **Bank Details** | | | |
| **Bank Name** |  | | |
| **Address** |  | | |
| **Sort Code** |  | **Account No** |  |
| **IBAN** |  | | |
| **Trade References- please list two trade suppliers with whom you are currently trading** | | | |
| **Company Name & Address** |  | | |
| **Tel** |  | | |
| **Company Name & Address** |  | | |
| **Tel** |  | | |
| **Trading Terms** | | | |
| **Trading Currency** |  | **Credit Limit Requested** |  |
| **Other Information** |  | | |
| **Completed By** (print) |  | **Date:** |  |
| **Authorised Signature** |  | **Position in company** |  |
|  |  |  |  |
| **FOR OFFICE USE ONLY** | | | |
| **Approved By** |  | **Date** |  |
| **Opened By** |  | **Date** |  |
| **Credit Limit** |  | **Credit Terms** |  |
| **Account Manager** |  | **Account Number** |  |
| **Customer Discounts** |  | | |

Please fill in the below information where applicable and to the best of your knowledge. This will help BFCS provide a quality service to you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Company Contact** | | | |
|  | | | |
| **Sales** | | | |
| **Contact Name** |  | **Telephone No** |  |
| **Email Address** |  | **Fax No** |  |
| **Finance** | | | |
| **Contact Name** |  | **Telephone No** |  |
| **Email Address** |  | **Fax No** |  |
| **Goods In** | | | |
| **Contact Name** |  | **Telephone No** |  |
| **Email Address** |  | **Fax No** |  |
| **Open** |  | **Close** |  |
| **Specified delivery time** |  | **Fork Lift** | Yes/No |
| **Additional Info** |  | | |
| **Your Packing Requirements** | | | |
| **Packaging** | | **Labelling** | |
| **Inner** |  | **Inner** |  |
| **Outer** |  | **Outer** |  |
| **Pallet** |  | **Pallet** |  |
|  |  |  |  |
| **Additional Info** |  | | |
| **Your System and Document Requirements** | | | |
| **Order Number** | Yes/No | **Backorder** | Yes/No |
| **Packing List** | Yes/No | **Email Across** | Yes/No |
| **Email Address** |  | | |
| **Additional Info** |  | | |
|  |  | | |
| B**y Returns to** | | | |
| **Email** |  | | |
| **Fax** |  | | |
| **Address** |  | | |