



Account Application Form

Holdsworth is one of the UK's largest privately owned food service companies, engaging primarily in the distribution of frozen, chilled and ambient foods to the catering industry.

It is our policy to provide products and services that fully and consistently meet the agreed requirements of our customers. By choosing to open an account with us you will be able to take advantage of our excellent service, which includes: -

- * Competitive prices
- * Extensive product range
- * Dedicated Account Manager
- * Multi temperature delivery fleet
- * Regular promotional activity
- * Menu planning service
- * Order by telephone, online or mobile app
- * Answer phone facility

In order to process your account efficiently we respectfully request that you complete all of the required sections on this form.

Please be assured that your personal information will be treated with the utmost confidentiality and used only for the purpose of opening an account with our company.

If you require assistance or have any questions about this application form, please do not hesitate to contact our accounts department on 01298 873605.

Thank you for choosing to open an account with us, we look forward to being of service to you

YOUR APPLICATION IS IMPORTANT TO US. PLEASE HELP US BY COMPLETING THIS FORM AND RETURNING THE BLUE COPY TO US BY RETURN OF POST. UPON RECEIPT OF YOUR FORM WE WILL PROCESS YOUR APPLICATION PROMPTLY AND EFFICIENTLY.

Please turn over...

1) **Limited Company Name:**..... **Registration No:**

Trading Name: (if different from above)

Trading Address:

..... **Postcode:**

Tel No: **Mobile No:**

Sales Email:

How many years have you been trading at this address? yrs **Are you a Franchisee?** Yes No

Is the address you have given above (please tick) **Letterhead enclosed**

Your Home Rented/Leased Premises A Unit Public House Other

2) **Type of Account Required:**

Cash on Delivery Weekly Direct Debit
(3 working days' notice)

Cheque on Delivery Standard Trading Terms by Monthly Direct Debit
(10 working days' notice)

Weekly Wednesday BACS Cleared Funds by the 20th of the month following the month of invoice by BACS

3) **If your company is NOT Limited please give Proprietor's/Partner's or Franchisee's home address & details below:**

(1) Name:..... D.O.B:
(for credit rating purpose only)

Address:

..... Postcode:

(2) Name:..... D.O.B:
(for credit rating purpose only)

Address:

..... Postcode:

(3) Name:..... D.O.B:
(for credit rating purpose only)

Address:

..... Postcode:

If you have lived at the above address for less than three years, please give previous home address below:

(1) Name & Address:.....

.....

(2) Name & Address:.....

.....

(3) Name & Address:.....

.....

4) **Trade References:** **N.B. We regret that we are unable to accept references from breweries or competitors**

(Credit customers only to complete)

(Applicants unable to provide Trade References will be asked to trade cash/cheque on delivery for an interim period)

(1) Name:.....

Address:

..... Postcode:.....

Contact Details:..... Tel No:

Email:..... Fax No:

(2) Name:.....

Address:

..... Postcode:.....

Contact Details:..... Tel No:

Email:..... Fax No:

5) **Bank Details:** (cheque and credit customers only)

Bank Name & Address:.....
 Postcode:
 Account Name:
 Account Number: Sort Code:
 Type of A/c: Current Savings Length held: yrs

6) **Admin Details:**

Invoice Address: (if different from trading address)
 Statement Address: (if different from trading address)
 Accounts Email:..... To receive our News and Promotions: Yes/ No
 Accounts Contact: Name..... Tel No:

7) **Delivery Address:** (if different from trading address)

Address:
 Postcode:
 Tel No: Fax No: Access Time Available:

8) **Order Contact: Name**..... Tel No:

9) **Any Special Delivery Requirements:**

10) **Credit Limit Required (per month):** **Credit Limit Given:**
 Please note that there is a min. order value of £100 on all accounts **Authorisation:**

11) **DECLARATION**

I/We have read and understood the terms and conditions of trading as set out overleaf and I/We agree to be bound by them.
 I/We give consent for bank and trade references to be applied for as required. Also for Holdsworth to use a reputable Credit Referencing Company to gather information about individuals, companies and Directors relating to this application form.

Signature: Print Name: Position: Date:
(Director/Partner/Proprietor or person who has authority to open an account and be liable for the company's debts)

Signature: Reprs Name: Depot: Date:
(Representative of Michael I. Holdsworth Limited, T/A Holdsworth)

FOR OFFICE USE ONLY

Delivery Details: Sales Rating: Discount: Journey Week: Day:
 Telesales Details: M Tu W Th F Sa Time: Telesales Contact: App: Yes/ No Web: Yes/ No
 Customer Outlet Type: Runs:// Meat Customer: Yes/ No

Blue copy: Accounts Dept, White copy: Customer



Instruction to your Bank or Building Society to pay Direct Debit



Name and full postal address of your Bank or Building Society branch:

.....Bank or Building Society
 Address:
 Postcode:

Originator's Identification Number

7	5	9	2	4	5
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Reference

Frequency (delete as appropriate)

Name(s) of Account Holder(s)

Bank/Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch sort code (from the top right hand corner of your cheque)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Instruction to your Bank or Building Society
 Please pay Michael I Holdsworth Ltd Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this Instruction may remain with Michael I Holdsworth Ltd and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)
 Date

Banks/Building Societies may not accept Direct Debit Instructions for some types of account.

TERMS & CONDITIONS OF TRADING

MICHAEL I HOLDSWORTH LIMITED (the Company)

- 1) STRICTLY CASH ON DELIVERY, unless otherwise agreed in writing by the Company
- 2) Credit will be granted by a Director of the Company, after a fully completed application form has been processed and certain financial criteria has been met.
- 3) Where credit facilities are granted, payment of the account(s) must be made by the **20TH OF THE MONTH, FOLLOWING THE MONTH OF INVOICE (standard trading terms)**, unless otherwise agreed in writing by the Company.
- 4) All goods are offered subject to availability on assembly of order.
- 5) The effective price is that ruling at the time of despatch.
- 6) VAT will be added to the invoice in accordance with Government legislation in force at the date of delivery.
- 7) Our minimum order value is **£100.00 (excl vat)**. Should an order be accepted below this value, no discount or special net prices will be applicable and a delivery charge will be added.
- 8) Goods ordered and delivered will be considered the responsibility of the customer and no returns will be accepted unless by specific agreement with a Director of the Company
- 9) The Company reserves the right to alter discount levels and/or agreed prices, for any reason, at any time.
- 10) All goods should be checked at the time of delivery. NO credit for damage or shortages can be allowed unless signed for at the time of delivery. Any returned goods must be in the original, undamaged, packaging.
- 11) The risk of loss or damage to the goods will pass to you, the customer, on delivery.
- 12) Legal ownership of the goods will not pass to you until the price for the goods has been paid in full.
- 13) A Director of the Company reserves the right to withdraw credit facilities, for any reason, at any time.
- 14) Failure to remit by the due date may result in suspension of deliveries until payment is received in respect of the outstanding monies or all monies owing to the Company, irrespective of the age of the debt.
- 15) The Company reserves the right to add costs to any account that is trading outside its agreed terms. The costs will be £25 per every £100 of outstanding amount(s), pro rata per day. Costs will be invoiced accordingly.
- 16) If credit facilities are withdrawn the daily charge (point 15) will be applicable to all monies outstanding. Costs will be invoiced accordingly.
- 17) There will be a charge a bank charge of £20 for any represented and/or dishonoured bank transactions.
- 18) Should a bank transaction be dishonoured in any way, the Company has the right to withdraw credit facilities immediately, thereby making all outstanding monies due for payment.
- 19) If any account is passed to a debt collector for recovery, credit facilities will automatically be withdrawn.
- 20) All credit notes must be claimed within six months from their tax date, otherwise they will become invalid.
- 21) Any overpayments left on a Customer's account for six months will be cleared off the account and paid to a charity of Holdsworth's choice.

* Please note calls may be recorded for training and quality purpose.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your WEEKLY Direct Debit, Michael I Holdsworth Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Michael I Holdsworth Ltd to collect a payment confirmation of the amount and date will be given to you at the time of request.
- If there are any changes to the amount, date or frequency of your MONTHLY Direct Debit, Michael I Holdsworth Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Michael I Holdsworth Ltd to collect a payment confirmation of the amount and date will be given to you at the time of request.
- If an error in the payment of your Direct Debit, by Michael I Holdsworth Ltd or your Bank/Building Society, you are entitled to to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Michael I Holdsworth Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society . Written confirmation may be required. Please also notify us.

