



ACCOUNT OPENING FORM

Digital Distribution (GB)Ltd, Unit 10 Heron Business Park, Eastman Way,
Hemel Hempstead, Herts, HP2 7FW
Tel: 01442 230022 Fax: 01442 231122 Email sales@ddltd.co.uk

Rep Code

COMPANY DETAILS

Company Name

Trading Name:

Trading Address:

.....

Postcode:

Tel No: Fax No:

Registered Office Address: (If Different from Above)

.....

Company Reg No: VAT No.

Length of Time Trading:

Email Address:@..... Website URL:

Email and Website URL needs to be completed.

Associated Companies (**Please state nature of association**)

.....

.....

.....

Credit Limit Requested..... Do You Require A Monthly Statement Yes/No

THIS SECTION MUST BE COMPLETED IN ALL CASES

BANK INFORMATION

Bank Name:

Bank Address:

..... Postcode:

Bank Account No: Sort Code:

I /We (Company Name)

Authorise the above named bank to provide a reference on my/us in response to any status enquiries it may receive from Digital Distribution (GB) Ltd .at any of its branches or offices subject to the payment of any related fee by Digital Distribution (GB) Ltd., without further reference to me / us. This authority shall remain in force unless and until cancelled by me/ us in writing.

Signed: (Director/Partner/Proprietor)

For an on behalf of: (Company Name)



TRADING STYLE: (Tick as appropriate) Sole Trader Partnership Limited Company PLC

Please complete the following if Sole Trader or Partnership:
Proprietors Details:

Name: (1) (2)

Address:
.....
.....

Postcode:

NI No:

Please Complete the following if Limited Company or Plc:

Names of Directors:
.....
.....

TRADE REFERENCES

Company Name: (1) (2)

Town:

Tel No:

Account No:

Accounts Payable Contact Name Tel Fax

Sales Contact Name Tel Email

Web Address URL.....

PLEASE RETURN THIS FORM UPON COMPLETION TO:

Credit Control Department, **Digital Distribution (GB)Ltd, Unit 10 Heron Business Park, Eastman Way, Hemel Hempstead, Herts, HP2 7FW**

PLEASE NOTE THE TERMS AND CONDITIONS ON THE FOLLOWING PAGE NEED TO BE SIGNED BY A DIRECTOR OR PARTNER OR PROPRIETOR AND RETURNED WITH THE REST OF THIS CREDIT ACCOUNT INFORMATION FORM. FAILURE TO DO SO MAY RESULT IN A DELAY IN PROCESSING YOUR APPLICATION

Digital Distribution (GB) Ltd – Terms and Conditions of Sale

1. **GENERAL.** Digital Distribution (GB) Ltd is pleased to accept orders subject to the Terms and Conditions of sale as stated below. Unless expressly agreed in writing (for example in the case of a tender), any alteration to these conditions will not apply. In these terms, “you” and “your” as appropriate refer to the buyer, and “us”, “our” and “we” refer to the seller, Digital Distribution (GB) Ltd. These terms and conditions of sale shall be governed by English Law.
2. **QUOTATIONS.** Our quotations remain valid for 20 working days from the date of issue. Quotations are for the sole use of the addressee, and we reserve the right to withdraw a quotation without notice.
3. **DELIVERY AND COLLECTION OF GOODS.** In normal circumstances :
 - a. We will deliver an order within the agreed period, but we can not be held liable for any loss to you caused by late delivery. If we do deliver late this is not a breach of contract.
 - b. Goods will be delivered to the delivery address supplied to us by you. By supplying an address you are considered to have given authority to accept a delivery on your behalf to any person who receives the delivery on your behalf, at the given address.
 - c. If we or the goods carrier cannot deliver to the delivery address then we may either store the goods and deliver at a later date, or return the goods to stock and deliver similar goods at a later date.
 - d. If we deliver in instalments to you, then each instalment is a separate contract. If payment in full is not made to us at the proper time, we may hold or cancel delivery of any other of your orders or part orders, which are still to be delivered.
 - e. Our price lists exclude delivery or transport charges, insurance and taxes.
4. **PRICES.** All prices quoted are exclusive of Value Added Tax, (VAT). VAT will be added to all relevant invoices at the rate applicable on the tax point date.
5. **PAYMENT.** Unless otherwise agreed in writing by a director of Digital Distribution (GB) Ltd, invoices must be paid within 30 calendar days of their date. Accounts will be placed on stop after this date. If you have not paid in full by this date then:-
 - a. We will be entitled to charge you interest at 8% above the National Westminster Bank base lending rate, compounded daily, on the amount outstanding until it has been paid in full.
 - b. You will be liable for all costs incurred in collecting the debt, whether or not title has passed to you.
 - c. We reserve the right to reduce any credit limit without prior notice.
6. **SHORTAGES, DAMAGES, DISCREPANCIES AND LOSS IN TRANSIT.** Shortages, damaged goods, and discrepancies must be notified to us in writing within 3 working days of delivery. Goods lost in transit must be notified within 3 days from date of invoice.
6. **PROOF OF DELIVERY.** Proof of delivery will only be provided against requests in writing. An administration charge of £12.00 will be made for any request received after 14 days from date of invoice.
7. **RETURNS.** Goods cannot be returned unless clearly displaying a Customer Returns Number. Returns not clearly showing this will not be accepted by our Goods Inward Department. Customers wishing to return goods for any reason must firstly contact our Customer Services Department to obtain a Customer Returns Number and authority, which will be provided once we are satisfied the Return is valid. The issue of a return number is not an agreement to credit. Once the goods are received by us, we will test any goods that are identified by you as faulty, and report back to you. Faulty goods will be credited in full. Returns to us for non faulty goods will be reported back to you upon receipt. We reserve the right to charge a restocking fee of 25% of the value of the goods, with a minimum charge of £25.00. The above paragraph does not affect any of the product guarantees which we offer. **GOODS MUST BE RETURNED IN THEIR ORIGINAL UNMARKED PACKAGING.** Goods not returned to us in original packaging will be returned to you.
8. **CATALOGUES AND BROCHURES.** All descriptions and illustrations of goods in any catalogue, brochure, price list or in any other document provided by us are intended for general guidance only, and do not form part of any contract between you and us. We accept no liability for any error or omission in such documents and cannot be liable in any circumstances for any loss or damage resulting from your reliance on such information.
9. **FORCE MAJEURE.** We reserve the right to cancel an order or suspend or delay delivery without being liable for any loss or damage caused by any reason beyond our control.
10. **YOUR BANKRUPTCY OR DEFAULT.** If you fail to honour or breach any of your obligations to us under this contract, or any distress or execution is levied upon you, or you offer to make an arrangement with your creditors or commit any act of bankruptcy or a petition of bankruptcy is presented to you, or in the case of a limited company a petition to wind up such a company is passed or presented, we will have the immediate right to cancel in writing any contract we currently have with you without prejudice to any claim or right we may otherwise have.
11. **RETENTION OF TITLE.** Ownership of all goods supplied will remain with us until such time as payment in full has been made for the goods. In the event of payment being overdue by 14 days, we reserve the right to enter your premises to recover possession.
- 12.

Signature of Director / Partner / Principal _____ Print Name _____

Company Name _____ Date _____