



## Suppliers of Innovative Packaging & Mailing Solutions for Retail

tel: 01923 639800 email: sales@importedpackaging.co.uk

fax: 01923 639888 web: www.importedpackaging.co.uk

post: Unit C, 126 Rickmansworth Road, Watford. Herts. WD18 7WR.

### ACCOUNT APPLICATION FORM

Please ensure you fill out this form entirely using BLOCK CAPITALS and a BLACK PEN

BUSINESS DETAILS REQUIRED TO SET UP ACCOUNT	
Business Trading Name	
Business Address 1	
Business Address 2	
Business Address 3	
Business Postcode	
Telephone Number	
Fax Number	
E-mail Address	
VAT Registration Number	
DELIVERY DETAILS (IF DIFFERENT TO BUSINESS DETAILS)	
Delivery Contact Name	
Delivery Address 1	
Delivery Address 2	
Delivery Address 3	
Delivery Postcode	
Telephone Number	
ACCOUNT'S CONTACT DETAILS	
Name	
Telephone Number	

FULL NAME OF OWNER(S) / MAIN CONTACT DIRECTOR(S)	
(1)	
(2)	
TYPE OF BUSINESS (PLEASE TICK ONE)	
LIMITED COMPANY	<input type="checkbox"/> PLEASE FILL IN <u>BOTTOM</u> SECTION
SOLE TRADER	<input type="checkbox"/> PLEASE FILL IN SECTION BELOW
PARTNERSHIP	<input type="checkbox"/> PLEASE FILL IN SECTION BELOW
OTHER (please specify)	<input type="checkbox"/> PLEASE FILL IN SECTION BELOW
IF A SOLE TRADER, PARTNERSHIP OR OTHER, WE REQUIRE THE OWNERS' PERSONAL DETAILS (Please note that an application will not be processed without these details)	
Home Address 1	
Home Address 2	
Home Address 3	
Home Postcode	
Home Telephone Number	

NAMES OF ANY INDIVIDUALS APART FROM THE OWNER ALLOWED TO ORDER ON THE OWNER'S BEHALF	
(1)	
(2)	

PLEASE PROVIDE TWO TRADE REFERENCES (INCLUDING SPECIFIC CONTACT'S DETAILS AND UNIQUE ACCOUNT NUMBERS)

TRADE REFERENCE 1	
Business & Contact Name	
Address 1	
Address 2	
Postcode	
Telephone Number	
Unique Account Number	

TRADE REFERENCE 2	
Business & Contact Name	
Address 1	
Address 2	
Postcode	
Telephone Number	
Unique Account Number	

TO BE COMPLETED BY ALL LIMITED LIABILITY COMPANIES

LIMITED COMPANY DETAILS	
Registered Office Address 1	
Registered Office Address 2	
Registered Office Address 3	
Registered Office Postcode	
Company Registration No:	
Period of Trading (Please tick one)	<input type="checkbox"/> < 2 Years <input type="checkbox"/> 5 to 10 Years <input type="checkbox"/> 2 to 5 Years <input type="checkbox"/> >10 Years

LIMITED COMPANY'S BANKING DETAILS	
Bank Name	
Bank Address 1	
Bank Address 2	
Bank Postcode	
Account Name	
Account Number	
Sort Code	

**THIS FORM MUST BE SIGNED BY THE BUSINESS OWNER OR IN THE CASE OF A COMPANY, BY A DULY AUTHORISED SIGNATORY.**  
IF YOU HAVE ANY QUESTIONS ABOUT ANY OF OUR TERMS & CONDITIONS, PLEASE ENSURE TO ASK US BEFORE RETURNING THIS FORM.

I/We hereby confirm that we have read, understood and acknowledge the Terms of Conditions of Sale for Imported Packaging Solutions Limited shown overleaf and agree to abide by them. I/We also confirm that we will be fully responsible for the orders placed by those people listed in the "Names of Individuals allowed to Order on the Account Holder's behalf".

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Position: \_\_\_\_\_

OPENING AN ACCOUNT

Please fill in the "ACCOUNT APPLICATION FORM" on the other side of this page and send it back to us. Please remember to fill in all the requested details on the form and ensure that you have signed and dated it. If any of the details are missing, please note that this could result in a delay or even a refusal in the processing of your application. Please ensure that you have selected whether you are applying for a "Cash" account (payment required on order) or a "Credit" account (payment on agreed terms). If you would like to give authority to other people/staff members to contact us on your behalf, please ensure that their names are clearly written on the form. Please remember that you will then be fully responsible for any orders/contact that these nominated people place/have with us. Once the form has been received back, if you have applied for a "Credit" account, we will carry out a series of the usual checks to ensure credit worthiness. If you are successful in opening an account with us, you will be allocated a unique Account Number. Please quote this number whenever you contact us. You will then be able to place orders with us in a number of ways. See PLACING AN ORDER below. If you are successful in opening a "Credit" account with us, you will be given set credit terms for your first and subsequent orders subject to there being no outstanding queries on your account. For the avoidance of doubt, any credit period that is given starts from the date of invoice. For details on payments, please refer to PAYMENT below.

PLACING AN ORDER

You can place an order by Post, Phone, Fax or E-mail. It is important to note that prices for the same product may vary from time to time and are subject to change without notice. Please therefore ensure that you check the current prices for any products that you wish to order before confirming your order. If at any time you would like confirmation of current prices, please contact us on 01923 639800. As a general rule, all prices quoted on any of our forms or literature excludes VAT unless otherwise stated.

- Ordering By Post

You can either send through a Purchase Order Form on your own letterhead or complete our pre-printed Order Form and post it back to us at IPS, Unit C, 126 Rickmansworth Road, Watford, Herts. WD18 7WR.
- Ordering By Phone

You can call on "01923 639800" between the hours of 9.00am to 5.30pm Monday to Friday and place an order over the phone. Outside these hours, please feel free to leave a message on our answering service and a customer services representative will call you back as soon as possible.
- Ordering By Fax

You can either fax through a Purchase Order Form on your own letterhead or complete our pre-printed Order Form and FAX IT TO "01923 639888".
- Ordering By E-mail

You can send an E-MAIL TO "[sales@importedpackaging.co.uk](mailto:sales@importedpackaging.co.uk)" with your order, account number and postcode and a contact telephone number. A customer services representative will then call you back to confirm the details of your email before your order is processed.

Please note that every effort is made to prevent any printing errors on all our printed literature. However, should one occur, we will advise you when ordering and then proceed with the correct information.

STOCK

We try to ensure that we have adequate stock levels of all our products at all times. However, in the event that something is out of stock when placing your order, we will advise you accordingly and give you an estimated date for when your chosen products will be back in stock. As a general policy, if we are out of stock of an item that you require, we will not put it on back order. Instead, we will give you an estimated delivery date and once in stock, we will contact you to see if you wish to proceed with ordering the item on a new order.

It is our Company Policy that we will not disclose any information that you provide to us to any third party without first contacting you. We may however, send you details of new products and promotions that we may ourselves be selling or holding in the future. If you do not wish to hear about these, then please tick this box. ☐

TERMS & CONDITIONS

Below are Imported Packaging Solutions (IPS) abbreviated terms & conditions of sale. All orders placed with IPS are subject to IPS's full terms and conditions of sale, a copy of which can be requested by phoning customer services on 01923 639800. In placing an order with IPS, you (the Customer) are agreeing to be bound by its full terms and conditions of sale.

PAYMENT

If you have a "Cash" account with us, payment/cleared funds in IPS' bank account are required in advance of any goods being sent out to you. If you have a "Credit" account with us, payment/cleared funds in IPS' bank account are required within IPS' set terms. Payments can be made either by 1) sending a cheque in the post to IPS 2) by debit/credit card over the phone by calling on 01923 639800 3) by remitting funds directly into IPS' Bank Account. Please do not send cash. IPS does not offer a Cash-on-Delivery Service.

- 1)

Cheques should be made payable to "Imported Packaging Solutions". Please write your Account Number and Invoice Number on the back of the cheque.
- 2)

If paying by debit/credit card, please have your Account Number and the Invoice Number to hand when you call.
- 3)

If paying directly into IPS' Bank Account, please remit funds to the following Account details:

Bank Name	Sort Code	Account Name	Account Number
NatWest	60-20-24	Imported Packaging Solutions	38517809

Please ensure to put your Account Number and the first Invoice Number (if paying off multiple invoices) as a reference. If you choose to pay by this method, please note that it is your/the customer's responsibility to ensure that IPS can see cleared funds in its Bank Account by the relevant credit term expiration date. Please ensure that you allow enough time for funds to leave your bank account and reach IPS' account as money transfer times may vary depending on your own particular Bank and its facilities.

In the event that invoices are not paid within agreed and set credit terms, IPS reserves the right to 1) charge interest on a daily basis on all such invoice amounts at a rate of 8% above the current UK monthly Bank Rate until such time that the relevant invoices have been settled and 2) to claim compensation for any costs that may be incurred in the recovery of any debt not paid within the agreed credit terms. IPS also reserves the right to remove credit terms offered at any time for whatever reason. If credit terms have been removed, customers may still place an order, but goods will only be despatched after confirmation of payment/receipt of funds. The Customer shall not under any circumstances be entitled to withhold payment under any invoice or set off any amount due under any invoice against an amount alleged to be owed by IPS to the Customer for whatever reason. The Customer shall be deemed to have accepted an invoice and the corresponding amount due as issued by IPS unless the Customer has notified IPS that it has a query and does not accept the amount due within 10 days of the date that the invoice was issued to the Customer. If at any time, IPS deem on reasonable grounds that a Customer is becoming or has become unable to pay its debts as they fall due, IPS reserves the right to demand immediate repayment of any amounts that may be owed whether due or not at that time.

RETENTION OF TITLE

Risk in the goods shall pass from IPS to the Customer at the earlier of the moment when the goods are delivered into the hands of the Customer's carriers or at the moment when goods are delivered to the Customer at which it was agreed delivery would be made. Where goods are returned by the Customer, they shall remain at the risk of the Customer until received back by IPS at its premises and such receipt is acknowledged by IPS.

Title to goods supplied shall not pass from IPS to the Customer unless and until all sums due from the Customer to IPS on whatever grounds have been paid in full. Where title to goods has not passed to the Customer, the Customer must 1) hold the goods on a fiduciary basis as IPS' bailee, 2) store the goods (at no cost to IPS) separately from all other goods and in such a way as to enable them to be identified as the property of IPS and 3) keep the goods fully insured to their full market value.

Where title to goods has not passed to the Customer, IPS reserves the right to recover any goods supplied to the Customer and for this purpose the Customer grants IPS and its agents and employees an irrevocable right and licence to enter any premises where the goods or other products are or maybe stored with or without vehicles during normal business hours.

The Customer may resell the goods with the condition that any sale shall be effected in the ordinary course of the Customer's business and the Customer shall hold such part of the proceeds of sale as represents the amount owed by the Customer to IPS in a fiduciary capacity on behalf of IPS until payment has been received in full.

The Customer's rights to possession of goods supplied shall terminate immediately if the Customer has not paid all amounts due to IPS on any account whatsoever or if the Customer is declared bankrupt or makes any proposal to his creditors for composition or other voluntary arrangements with its creditors or does or fails to do anything which would entitle a petition for winding up or bankruptcy order to be presented.

DELIVERY

Normal delivery is free to all account holders subject to minimum order values set by IPS applicable at that time (excVAT). Normal delivery is generally within 4 working days of order subject to there being no external factors affecting any part of the UK's transport system. External factors include but are not limited to acts of terrorism, adverse weather conditions and large scale traffic/accident related delays. If an order does not meet the minimum order value applicable at that time, an additional charge may be applied for delivery. Please also note that minimum order values will vary depending on the delivery location. Certain postcodes will have a higher minimum order value and a longer delivery time.

If you require your delivery to be booked-in, please specify this when placing your order. Please note that depending on your booking-in requirements, additional charges may apply. If you do not require your delivery to be booked in or if no request has been made on the order for a book-in, your order will be delivered under our normal delivery terms above.

Please note that delivery times are between 9am and 5.30pm on the day of delivery. If you require a time-specific delivery, this service is available but with an additional charge. If you are unsure as to whether we cover your postcode for Normal delivery or if you require any additional or specific services for your delivery, please contact us on 01923 639800 when ordering to discuss your requirements. If an order has been paid for by debit/credit card, IPS reserves the right to only make the delivery to the cardholder's registered address.

RETURNS

For any goods received damaged, or are unwanted or wrongly ordered, a full refund, credit or exchange will be given provided the Customer notifies IPS in writing within 7 days of receipt of goods. However, in the case of unwanted or wrongly ordered goods, the cost of getting the goods back to IPS will be the complete responsibility of the Customer and any goods will only be accepted back if they are fully sealed and in a completely saleable condition. Please note though that any credit notes to be issued will only be issued once IPS have received any goods back and have acknowledged such receipt in writing.

GENERAL

All orders are subject to acceptance, all products are subject to availability and all items, offers, specifications and prices are correct at the time of going to print and are subject to change without prior notice. Each provision of these terms and conditions are severable and distinct from the others. If any provision in part or in whole is held by any competent authority to be invalid or unenforceable, the validity, legality and enforceability of the other parts of or other provisions shall not be affected or impaired.