|  |  |  |  |
| --- | --- | --- | --- |
| **Account Application Form** | | | |
| **Company Details** | | | |
| **Registration Number** |  | **V.A.T Number** |  |
| **Company Name** |  | | |
| **Address** |  | | |
| **Trading Name**  (if different) |  | | |
| **Invoice Address**  (if different) |  | | |
| **Telephone** |  | **Facsimile** |  |
| **Email** |  | **Web Site** |  |
| **Bank Details** | | | |
| **Bank Name** |  | | |
| **Address** |  | | |
| **Sort Code** |  | **Account Number** |  |
| **IBAN**  (international only) |  | | |
| **Trade References**  (please list two trade suppliers with whom you are currently trading) | | | |
| **Company Name & Address** |  | | |
| **Telephone** |  | | |
| **Company Name & Address** |  | | |
| **Telephone** |  | | |
| **Trading Terms** | | | |
| Please accept this form as our application for a credit account with The Tibbetts Group Limited.  We agree to abide by The Tibbetts Group Limited Terms & Conditions of Sale (copy available upon request). | | | |
| **Trading Currency** | GBP / EUR / USD | **Credit Limit Requested** |  |
| **Other Information** |  | | |
| **Completed By** (print) |  | **Date** |  |
| **Authorised Signature** |  | **Position In Company** |  |

Please fill in the below information where applicable and to the best of your knowledge.

This will help TGL provide a quality service to you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Company Contact** | | | | | |
| **Sales & Marketing** | | | | | |
| **Contact Name** |  | | **Telephone** |  | |
| **Email Address** |  | | | | |
| **Finance** | | | | | |
| **Contact Name** |  | | **Telephone** |  | |
| **Email Address** |  | | | | |
| **Technical** | | | | | |
| **Contact Name** |  | | **Telephone** |  | |
| **Email Address** |  | | | | |
| **Goods In** | | | | | |
| **Contact Name** |  | | **Telephone** |  | |
| **Email Address** |  | | | | |
| **Opening Time** |  | **Closing Time** |  | **Delivery Slot Required** | Yes / No |

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| --- | --- | --- |
| **Additional Contacts** | | |
| **Contact Name** | **Job Title** | **Email Address** |
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We like to send all your important documents via email; if you’re happy to receive by this method please can you provide us the following email details

|  |  |
| --- | --- |
| **Order Acknowledgment** | |
| **Email Address** |  |
| **Delivery Note / Packing List** | |
| **Email Address** |  |
| **Invoice / Credit Note** | |
| **Email Address** |  |
| **Statement** | |
| **Email Address** |  |

**FOR OFFICE USE ONLY**

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| --- | --- | --- | --- |
| **Customer Name:**  **Number Of Locations:**  **Business Development Manager:**  **Estimated Target Spend:**  **Product Groups:**  **Brand(s):**  **Customer Channel:** CVMF / CVWD / MF / WD / OES / SPECIAL / OTHER  **Pricing Group:**  **Credit Limit:**  **Credit Terms:**  **Currency:** GBP / EUR / USD  **Sales & Marketing Rebate:** YES / NO *(if yes, complete QMF239 & attach)*  **Consignment Stock:** YES / NO *(if yes, complete QMF279 & attach)*  **Commercial Agreement:** YES / NO *(if yes, complete & attach)*  **Account Number:** | | | |
| **Step** | **Reasonability** | **Completed**  **Date** | **Notes** |
| Added To Sales Funnel | Business Development Manager |  |  |
| Application Form Sent & Received | Business Development Manager |  |  |
| Sales Director Sign Off | Sales Director |  |  |
| WinMan CRM Set Up | Business Development Manager |  |  |
| Credit Insurance Check | Finance Administrator |  |  |
| Annual Forecasts Requested & Received | Business Development Manager |  |  |
| Cross References, Barcodes, Descriptions, etc. | Business Development Manager |  |  |
| Packing Requirements | Business Development Manager |  |  |
| Pick & Pack Process | Customer Service |  |  |
| Logistics Requirements | Customer Service |  |  |
| WinMan Account Set Up | Customer Service |  |  |
| Initial Test | Customer Service |  |  |
| Welcome Letter/Email | Business Development Manager |  |  |
| Added To Sales Reporting | Business Development Manager |  |  |
| Account Open For Trading | Business Development Manager |  |  |