Account Set-up Details

Company Name – (Please enter as you wish your company name to appear on the account and contract.)

If you company has previously had an account or if another part of your company currently has an account please confirm the account number/s if known:

**Registered Company Address:**

|  |  |
| --- | --- |
| Postal address |  |
| Post code/ZIP |  |

# Billing/Invoicing:

All invoices will be issued to the email address provided.

|  |  |
| --- | --- |
| Email address |  |
| Postal address |  |
| Post code/ZIP |  |
| Country |  |
| Phone no. |  |

# Company Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **UK** |  | **International** |  |
| Company No.\* |  | Company No.\* |  |
| VAT Exempt \* |  | DUNs no. |  |
| VAT No.\* |  | Int. Tax reference |  |
| DUNs no. |  |  |  |

\* *This is a required field.*

# Authorised Purchasers

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Title  (Mr/Ms/etc) |  | Preferred name |  |
| Job title |  | | |
| Email address |  | | |
| PIN |  | | |
| Phone no. |  | Mobile phone  no. |  |

Name

|  |  |  |  |
| --- | --- | --- | --- |
| Title  (Mr/Ms/etc) |  | Preferred name |  |
| Job title |  | | |
| Email address |  | | |
| PIN |  | | |
| Phone no. |  | Mobile phone  no. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Title  (Mr/Ms/etc) |  | Preferred name |  |
| Job title |  | | |
| Email address |  | | |
| PIN |  | | |
| Phone no. |  | Mobile phone  no. |  |

Should you require further contacts on the account, please confirm the same information for each additional person

# Customer Reference:

Will you require your own reference to be placed on invoices – No

e.g. PO, cost centre. Employee id, etc.

Please note you will need to supply this reference when you place your order.