



**This Form Must Be Completed And Signed Before Any Bookings Can Be Taken**

Ltd		PLC		Other	
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## Open a Credit Account

**Full Trading Title of Limited Company or Full name of Proprietor/Sole Trader**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street \_\_\_\_\_  
Town \_\_\_\_\_  
County \_\_\_\_\_  
Postcode \_\_\_\_\_

Branch Telephone No. \_\_\_\_\_ STD Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Client Company Registration No.** \_\_\_\_\_

**Client VAT No.** \_\_\_\_\_

**If Not Ltd or PLC full home address of Proprietor**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Street \_\_\_\_\_  
Town \_\_\_\_\_  
County \_\_\_\_\_  
Postcode \_\_\_\_\_

**Client Invoicing Details (If different from Above)**

Address \_\_\_\_\_  
Street \_\_\_\_\_  
Town \_\_\_\_\_  
County \_\_\_\_\_  
Postcode \_\_\_\_\_

Invoices to be addressed to: \_\_\_\_\_

Accounts Telephone No. \_\_\_\_\_ STD Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

<b>For Office Use Only</b>	
<b>Total Amount of Credit to be given</b>	£ _____ (Estimate Total Amount of Business Per Week x 5)
When credit amount is reached payment must be received to secure future bookings	<b>(Please inform Client)</b>
Our Payment Terms are Strictly 30 Days from Date of invoice	<b>(Please inform Client)</b>
Does this client require any special invoicing instructions	
I.e Separate Invoices for Drivers/ Warehouse Staff etc.	I.e Separate Invoices per branch

**Headed Note paper must be attached**

**An Account must be opened for this client before you supply any Temporary Personnel**

Declaration

I/We have received a copy of Terms & Conditions of Business from Herd Recruitment Limited

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_