

# FOYLES

107 Charing Cross Road, London WC2H 0DT  
Tel : 020 7440 3253 ; Fax: 020 7434 1580  
ben.dunleavy@foyles.co.uk ; adele.twohig@foyles.co.uk  
www.foyles.co.uk/Account-Services, www.grantandcutler.com

## APPLICATION FOR A CREDIT ACCOUNT

**Please sign this application and return it by email, fax or post,  
to Ben Dunleavy or Adele Twohig at the above address**

Institution: \_\_\_\_\_

Trading name if appropriate: \_\_\_\_\_

Contact: \_\_\_\_\_ Position \_\_\_\_\_

Finance contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Business (please tick ✓ one box):

- Company    Partnership    Private Language School    School  
 FE College    University    Public Library    Other

Company Registration No: \_\_\_\_\_

or Charity No: \_\_\_\_\_

Date incorporated: \_\_\_\_\_

**Application for Foyles Credit Account, page 2**

VAT N<sup>o</sup>: \_\_\_\_\_ Bankers: \_\_\_\_\_

UK Credit Terms: **30 days**. Estimated Credit Required: £ \_\_\_\_\_

Statement or invoice address if different from above: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please state whether we require an official order number before supplying: YES/NO

If the answer is NO, please provide a list of names of those authorised to order:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about our Accounts service? \_\_\_\_\_

**UK Trade References**

1). Company name: \_\_\_\_\_

Your account number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel/Fax N<sup>o</sup>: \_\_\_\_\_

Contact: \_\_\_\_\_

2). Company name: \_\_\_\_\_

Your account number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel/Fax N<sup>o</sup>: \_\_\_\_\_

Contact: \_\_\_\_\_

## **Foyles Credit Account Terms and Conditions**

- 'Foyles' means W&G Foyle Ltd, 107 Charing Cross Road, London, WC2H 0DT.
- 'Customer' means the organization buying/ordering goods from W&G Foyle Ltd.
- 'Goods' refers to merchandise sold or to be sold by Foyles to the Customer.
- The price of the Goods shall be the price displayed for the Goods at the date of sale.
- Where applicable, prices are inclusive of VAT.
- Discounts on prices are offered at the discretion of Foyles.
- Delivery, by recognized carrier, will be free within the UK and, for other countries, charged at the appropriate rate for the delivery method agreed with the Customer.
- Foyles reserves the right to set a credit limit for the account and to vary it without prior notice.
- Foyles shall invoice the Customer, in British Pounds, on despatch of the Goods.
- Payment shall be received by Foyles within 30 days of the invoice date unless otherwise agreed by Foyles.
- In the event of the Customer defaulting on payment of an invoice, Foyles reserve the right to take legal action to recover the sum due, together with all costs and expenses incurred in the process.
- All goods delivered by Foyles to the customer remain the property of Foyles until payment has been received by Foyles.
- All shortages and losses must be reported to Foyles within 7 days of receipt of Goods.
- Unless Foyles are at fault, returns and cancellation of orders will be accepted at the discretion of Foyles.
- All Foyles' systems and procedures are compliant with the current Data Protection Act and Customer details will not be handed to any third party.
- Foyles is committed to providing a high quality service and is constantly reviewing its procedures to ensure that this is maintained.

**Signature of Customer** \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_