

# **James Burrell**

**Builders Merchants**

**[www.jamesburrell.com](http://www.jamesburrell.com)**

## **TRADE CREDIT ACCOUNT Application Form**

**Copies of our Conditions of Sale can be found at:**

**[www.jamesburrell.com](http://www.jamesburrell.com)**

### **Instructions for completing this form**

- To be completed by the owner/director/company secretary of the company or person(s) applying for trade credit
- Please complete all applicable sections of the form before signing


After completion please detach the front cover, branch details, and our Conditions of Sale for your records then return the completed Trade Credit Account Application Form to our Gateshead Head Office

# Where to find us

We have branches stretching across the North East and Yorkshire. Visit the website for further information about your local branch.

## Gateshead Head Office/Branch

Deptford Road, East Gateshead Ind. Est.,  
Gateshead, Tyne & Wear, NE8 2BR

 0191 477 2249

 gateshead@jamesburrell.com

## Ossett

Milner Way, Longlands Ind. Est.,  
Ossett, West Yorkshire, WF5 9JE

 01924 282 470

 ossett@jamesburrell.com

## Billingham


Whitehouse Innovation Park, New Road,  
Billingham, Stockton-on-Tees, TS23 1LE

 01642 039 600

 billingham@jamesburrell.com

## Rotherham

Units 1-4, Wortley Road, Rotherham,  
South Yorkshire, S61 1LZ

 01709 762 420

 rotherham@jamesburrell.com

## Bishop Auckland

Unit 9, Hatfield Way, South Church Ent. Park,  
Bishop Auckland, Co, Durham, DL14 6XF

 01388 770 820

 bishopauckland@jamesburrell.com

## Stockton

Lockheed Close, Preston Farm Ind.Est,  
Stockton-on-Tees, Cleveland, TS18 3SE

 01642 660 820

 stockton@jamesburrell.com

## Morpeth


Coopies Industrial Estate, Coopies Way,  
Morpeth, Northumberland, NE61 6JH

 01670 293 230

 morpeth@jamesburrell.com

## Sunderland


Vane Terrace, off Commercial Road, Hendon,  
Sunderland, Tyne & Wear, SR2 8NT

 0191 568 0000

 sunderland@jamesburrell.com

## Newcastle

Brunswick Ind. Est, Brunswick, Newcastle  
Upon Tyne, NE13 7BA

 0191 236 1720

 newcastle@jamesburrell.com

## York

Unit 1 Seafire Close, Clifton Moor, York,  
North Yorkshire, YO30 4UU

 01904 691 771

 york@jamesburrell.com

# TRADE CREDIT ACCOUNT APPLICATION

## SELF BUILD APPLICANTS Please complete application from section 6

### 1. Your Business Details

Company Name \_\_\_\_\_

Trading Name (if different from above) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Length of time at this address ☐ Years ☐ Months

Payment Contact Name \_\_\_\_\_

Purchasing Contact Name \_\_\_\_\_

How long have you been established? ☐ ☐ Years ☐ ☐ Months

When does your financial year end? ☐ ☐ Month ☐ ☐ Year

Company registration No.

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Website \_\_\_\_\_

Type of Business (please tick)

☐ Sole Trader ☐ LLP ☐ Local Authority

☐ Partnership ☐ Ltd Co

☐ Other (Please State) \_\_\_\_\_

VAT Registered ☐ Yes ☐ No

VAT Registration Number

### 2. Parent / Ultimate / Holding Company

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Company registration No.

Date of Incorporation \_\_\_\_\_

Postcode \_\_\_\_\_

### 3. Name and home addresses of Directors / Partners / Trustees / Sole Proprietors

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Do you own the property? Yes ☐ No ☐

Telephone \_\_\_\_\_

Previous address if lived at current address less than 3 years.

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Do you own the property? Yes ☐ No ☐

Telephone \_\_\_\_\_

Previous address if lived at current address less than 3 years.

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Do you own the property? Yes ☐ No ☐

Telephone \_\_\_\_\_

Previous address if lived at current address less than 3 years.

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### 4. Names and addresses of two Trade references Please input the full address and postcode

Name \_\_\_\_\_

Credit Limit £ \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Credit Limit £ \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

### 5. Email and Post Documents

We are now able to offer a service providing your invoices, statement and other account documents by email.

Can you please tick your preferred method of receipt.

• Email ☐ • Post ☐ Email Address \_\_\_\_\_

# SELF BUILD APPLICANTS ONLY

## 6. Self build projects only - All home owners must sign the customer declaration overleaf

Name \_\_\_\_\_

DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_

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

Do you own the property? Yes ☐ No ☐

Name \_\_\_\_\_

DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel \_\_\_\_\_

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

Do you own the property? Yes ☐ No ☐

## 7. Employment Details

Current/Previous Occupation \_\_\_\_\_ Current/Previous Occupation \_\_\_\_\_

Current Employer \_\_\_\_\_ Current Employer \_\_\_\_\_

Length of time with current Employer \_\_\_\_\_ Length of time with current Employer \_\_\_\_\_

## 8. Your project

Property Address \_\_\_\_\_

Approximate Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Type of property to be constructed Bungalow ☐ Dormer ☐ House ☐ Flat ☐ Extension to current property ☐  
Other ☐ please specify \_\_\_\_\_

## 9. Evidence of funding required. Please attach copy of your "Offer of Advance"

Please note, **ALL** applicants are required to provide evidence of funding

e.g. Copy Savings Account, Bank Statement, or Mortgage Advance (**must accompany your Application**)

## 10. Email and Post Documents

We are now able to offer a service providing your invoices, statement and other account documents by email.

Can you please tick your preferred method of receipt.

• Email ☐ • Post ☐

Email Address \_\_\_\_\_

# TRADE CREDIT ACCOUNT AND SELF BUILD APPLICANTS

## 11. Your Bank and Payment Details

Bank Name \_\_\_\_\_

Account Number  Sort Code  –  –

E-mail payment advice to remittances@jamesburrell.com

Will official orders be mandatory? Yes ☐ No ☐

Sales Representative to call Yes ☐ No ☐

Payment Acceptance Method BACS/Bank Transfer ☐ Debit / Credit Card ☐ Cash ☐ please specify \_\_\_\_\_

**Bank Details: James Burrell Ltd Bank Name: Royal Bank of Scotland Account number: 67503799 Sort code: 60 - 08 - 46**

## 12. Proof of Identification

Please supply one of the following as proof of identification (tick to confirm document attached).

### Limited Company/LLP

- Official company letterhead ☐ If new company - copy of opening balance sheet required

### Sole Traders/Partnerships/Individuals/Self builds

- Proof of ID, such as copy of photo driving licence, passport, council tax bill, bank statement, building society statement, credit card statement, or a recent utility bill ☐

Have any of the principals (directors/partners/trustees or proprietors) been involved in a Liquidation/Bankruptcy/IVA/CVA/Receivership or had any CCJ's registered against them? **If yes please provide details on back page** Yes ☐ No ☐

## ALL APPLICANTS PLEASE READ AND SIGN BELOW

## 13. Customer Declaration

### Notification of the intention to carry out a Credit Search.

James Burrell Ltd would like to state that the information which you provided may be disclosed to a licensed credit reference agency which will retain a record of this search and will share that information with other businesses. We will monitor and record information relating to your trade credit performance and such records will be made available to other organisations to assess applications for credit, fraud prevention and occasional debt tracing. If you do not wish us to carry out such a search then please do not complete this form.

### Declaration.

I/We confirm that the information given in this Credit account application form is in all respects true and accurate. I/we confirm that I/we have read and understood your terms and conditions of sale and I/we unconditionally accept that those terms and conditions shall be the only ones that apply to all sale contracts which I/we may conclude with you.

I/We understand that credit terms are dependant on payment being made promptly at the end of the month following the date of invoice and that if granted credit, I/we agree to pay in accordance with these terms.

Where I/We provide you with personal data, ("data"). I/we understand that the data will be held securely in confidence and 'processed for the purpose of carrying out your business and associated activities. In considering my/our application, I/we accept that you may consult with and disclose the data to credit reference agencies, banks, credit insurers and other responsible organisations outside your business that you have nominated ("third parties"), and that such third parties may process the data. I/We understand that under the Act I/we have a right to know what data you hold on me/us if I/we apply to you in writing and pay the applicable fee.

If I am signing on behalf of a firm or company, I am the authorised representative of this organisation and am entitled to legally bind the organisation with my signature.

Credit Limit Required.....

Authorised Signature of Applicant(s) ...../...../.....

Print Name(s) ...../...../.....

Position in Business ...../...../.....

Date .....

Authorised Signatory:

Limited Company Director, Partnerships, Sole Trader

Please note: Signatures from employees may cause a delay in the Account being opened.

**All Self Build Accounts must be signed by "All Owners of the Property" as well as the applicant.**

## 14. Checklist

Before posting your completed application form, please check:

• Have you enclosed one form of identification?	<input type="checkbox"/>	• Have you signed the application form?	<input type="checkbox"/>
• Have you filled in your required credit limit?	<input type="checkbox"/>	• Self build customers evidence of funding	<input type="checkbox"/>
• Have you provided your trade references?	<input type="checkbox"/>		

## TRADE CREDIT ACCOUNT APPLICATION

APPLICANTS PLEASE PROVIDE FURTHER INFORMATION TO SUPPORT YOUR APPLICATION

[illegible]

**Official Use Only**

Customer Code.....	Credit Limit .....	Payment Terms.....
Internal Rep.....	External Rep.....	Team .....
Analysis Group .....	Matrix .....	Status Report .....
CU48 .....	CU50 .....	CU52 .....
Authorised by .....	Date.....	



10.5	The expert shall act as an expert and not as an arbitrator. The expert's decision shall be final and binding on the parties in the absence of fraud or manifest error.
10.6	Each party shall bear its own costs in relation to the reference to the expert. The expert's fees and any costs it properly incurs in arriving at its determination (including any fees and costs of any advisers appointed by the expert) shall be borne by the parties in equal shares or in such proportions as the expert shall direct.
11.	<b>INSOLVENCY OF THE BUYER</b>
11.1	In the event that:
11.1.1	the Buyer makes any voluntary arrangement with its creditors or becomes subject to an administration order or (being an individual or firm) becomes bankrupt or (being a company) goes into liquidation (otherwise than for the purpose of amalgamation or reconstruction); or
11.1.2	an encumbrancer takes possession, or a receiver is appointed, of any of the property or assets of the Buyer; or
11.1.3	the Buyer ceases, or threatens to cease, to carry on business; or
11.1.4	the Seller reasonably apprehends that any of the events mentioned above is about to occur in relation to the Buyer and notifies the Buyer accordingly;
12.	then, without prejudice to any other right or remedy available to the Seller, the Seller shall be entitled to cancel the Contract or suspend any further deliveries under the Contract without any liability to the Buyer, and if the Goods have been delivered but not paid for the price shall become immediately due and payable notwithstanding any previous agreement or arrangement to the contrary.
12.1	<b>GENERAL</b>
12.2	Any notice required or permitted to be given by either party to the other under these Conditions shall be in Writing and shall be (i) addressed to that other party at its registered office or principal place of business; (ii) sent by email, in the case of the Buyer, to the address set out in the Buyer's order and in the case of the Seller, info@jamesburrell.com (or such other addresses as may, at the relevant time, have been notified pursuant to this provision to the party giving the notice).
12.3	No waiver by the Seller of any breach of the Contract by the Buyer shall be considered as a waiver of any subsequent breach of the same or any other provision.
12.4	The Contract does not give rise to any rights under the Contracts (Rights of Third Parties) 1999 to enforce any term of the Contract.
12.5	If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of these Conditions and the remainder of the provision in question shall not be affected thereby.
13.	The Contract shall be governed by the Laws of England, and the parties submit to the exclusive jurisdiction of the High Court in England.
13.1	<b>BRIBERY ACT COMPLIANCE</b> The Buyer shall ensure that in any dealing with the Seller, neither the Buyer nor its employees or agents, shall commit any offence under the Bribery Act 2010 ("the Act") including not engaging in any activity, practice or conduct which would constitute an offence under sections 1,2 or 6 of the Act. The Buyer shall inform the Seller immediately it becomes aware of any actions between the parties that could constitute an offence under the Act.