



NEW CUSTOMER ACCOUNT FORM

PART 1 - To be completed by the Customer

Company Name	
Main Address	
Post Code	
Telephone Number	
Fax Number	
Registered Company Name (if different)	
Registered Address (if different)	
Date Business Started (Incorporated)	
Company Registration No.	
Company Type	<input type="checkbox"/> Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership

Purchasing Contact Name	
Purchasing Contact Telephone Number	
Purchasing Contact Email	

Accounts (Purchase Ledger) Contact Name	
Accounts Telephone Number	
Accounts Contact Email	

Contract Manager Name	
Contract Manager Telephone Number	
Contract Manager Email	

Directors / Sole Trader / Partners

Name		Name	
Address		Address	
Post Code		Post Code	

Name		Name	
Address		Address	
Post Code		Post Code	

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ISSUE NUMBER 01	AUTHOR(S) Chanel Cornelius	DATE 06/02/2021
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SECURITY CLASSIFICATION
COMPANY SENSITIVE

Bank Reference

Bank Name	
Bank Address	
Sort Code	
Account Number	

Trade Reference 1

Vendor Name	
Vendor Address	
Vendor Post Code	
Contact Name	
Email Address	
Telephone Number	

Trade Reference 2

Vendor Name	
Vendor Address	
Vendor Post Code	
Contact Name	
Email Address	
Telephone Number	

Trade Reference 3

Vendor Name	
Vendor Address	
Vendor Post Code	
Contact Name	
Email Address	
Telephone Number	

Please continue to next page ...

Insolvency Assessment

Has your company been declared bankrupt? Is it the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by the liquidator or by the court, where it is an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of your country/state?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you answered YES, please provide details:	

Data Statement

Personal and business data is stored in secure files with restricted access and in compliance with GDPR (General Data Protection Regulations). Information is only held for the required amount of time and this will not be shared with external sources without your written permission. Data is used for business transactions only.

Declaration

I declare that to the best of my knowledge the information submitted in this form is correct. I understand that the information provided will be used in the customer evaluation process. I understand and agree to the data (GDPR) terms above.

Signature	
Printed Name	
Position (Job Title)	
Date	

PART 2 – Office Use Only

Trade References Satisfactory	<input type="checkbox"/> YES <input type="checkbox"/> NO
Customer Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Payment Terms Agreed	
Products and/or services that are to be provided by 918 Coffee Co	
Signature	
Date	

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