



CREDIT ACCOUNT APPLICATION FORM

Please note again that completion of this form does not guarantee you a 30 day account. Bishops Printers Ltd reserves the right to accept or decline any application without giving an explanation. By completing the forms and signing, you give Bishops Printers Ltd the right to follow up on the references provided and consult any credit reference agency if appropriate.

It is the applicant's responsibility to read and understand Bishops Printers Ltd.'s terms of trade. These terms will govern all transactions between the supplier and any approved credit account.

Applicant Company/ Business:				
Address: (principal place of business)				
				Postcode:
Telephone:				Fax:
Type of company or business (tick)	<i>PLC</i>	<i>LTD</i>	<i>Co Limited by Guarantee</i>	<i>Partnership*</i>
	<i>Sole Trader</i>	<i>Holding Company</i>	<i>Wholly owned subsidiary#</i>	<i>Other</i>
Contact Name:				Title:
Managing Director or Proprietor*				

- * Please provide full name(s) and home address(s) of all partners in a business or of the sole trader overleaf
- # Please provide the name & registered office of the ultimate holding company
- NB- Incomplete applications will not be processed

Bank		Sort Code	
Branch		Account Number	
<i>** Limited companies only for next section **</i>			
Registered office			
Company Registration number			

I/ We request a credit facility with Bishops Printers Ltd. I/ We have received, read and understood the terms of trade and agree that all transactions between us will be governed by those terms. Specifically I/ We agree to pay all invoices rendered correctly by Bishops Printers Ltd. Within the stated period. I/ We give my/ our consent to a credit search being made on me/ us as owner/ partner or director of this organisation, both now and at any future date. I/ We understand this search will be recorded by the agency and may be disclosed to subsequent enquirers.

Signed: _____ Date: _____

Please print name: _____ Position or title: _____



CREDIT ACCOUNT APPLICATION FORM (continued)

Please provide two trade references who have at least two years' experience of trading with you. By signing this application you give us your explicit consent to our contacting your referees. Do not give names of firms or companies associated by commonality or family, shareholders or directors. These are unacceptable, as are public utilities and Government bodies.

Reference Company Name			
Address			
Contact name		Telephone number	
email address			
Reference Company Name			
Address			
Contact name		Telephone number	
email address			

Partnerships and sole traders must provide home addresses of all principals in the firm, because they are jointly and severally liable for any indebtedness incurred by the firm. Continue on a separate sheet if necessary.

Contact name			
Address			
		Postcode	
Telephone			

Contact name			
Address			
		Postcode	
Telephone			

Contact name			
Address			
		Postcode	
Telephone			

Contact name			
Address			
		Postcode	
Telephone			

Limited company applicants that are subsidiaries or associates, please provide the name and company registration number(s) of associated and intermediate or ultimate holdings companies. Continue on a separate sheet if necessary.

Name		Co No	
Name		Co No	
Name		Co No	
Name		Co No	



COMPANY PROFILE FORM

Company Name:.....

Nature of business..... Years in business.....

If different from registered office please specify:

Invoicing address:
.....
.....

Delivery address:
.....
.....

VAT registration number:

Accounts department information

Contact name:..... Telephone Number:

Email address:

Sales department information

Contact name:..... Telephone Number:

Email address:

Does your company use purchase orders: YES / NO

Please specify your preferred method of payment
BACS
Bank Transfer
Cheque
Credit Card

Signed: Date:

Position in company:



TERMS & CONDITIONS

BISHOPS PRINTERS LTD

1. Parties

In these conditions Bishops Printers Limited is called 'Bishops' and any individual firm, company or other party with whom Bishops contracts is called 'the customer'.

2. Quotations

A quotation given by Bishops is an invitation to the customer to make an offer. If a customer places an order with bishops based on a quotation, a binding contract is only formed when Bishops send a written acceptance. Any contract made between Bishops and the customer (hereinafter called 'the contract') will incorporate these conditions.

3. Variations

Neither party shall be bound by any variation waiver of or addition to these conditions unless it is agreed in writing and signed by both parties. No employee or agent of Bishops has any authority to make any representation or warranty as to the efficiency, safety, suitability or otherwise of the goods, work or materials supplied or used.

4. Prices

Unless the contract states that the price quoted by Bishops will remain fixed Bishops may vary the price to incorporate any increase in labour, overheads or material costs that take place before the date of despatch of the goods. Any change requested by the customer in any of the terms of the contract will entitle Bishops to revise the contract price.

5. Delivery

Unless agreed otherwise in writing, the price of goods includes the cost of carriage to the customer within a 50 mile radius of Bishops premises. Alternative delivery address requirements will incur additional costs to the customer, whether or not the different location falls within the said 50 mile radius. Split delivery address requirements will simply incur additional cost charges.

6. Despatch

Whilst Bishops will make every endeavour to comply with any date for despatch or delivery stated in the contract, such dates will constitute only statements of expectation and shall not be binding on Bishops. If Bishops fail to despatch or deliver by such dates, that failure shall not constitute a breach of the contract and the customer will not be entitled to treat the contract as repudiated or to rescind it or any related contract in whole or in part or to claim damages for such failure.

7. Risk

The goods are at the customers risk from the time they leave Bishops premises. Where Bishops itself delivers the goods, it undertakes to repair or (at its discretion) to replace any goods damaged in transit. If that happens the time for the delivery of the goods will be extended to cover the period that Bishops requires for such replacement or repair. It is a condition precedent of this undertaking that (i) the customer will give written notice of the damage in transit with full particulars thereof to Bishops within three days of receipt of the goods and (ii) if Bishops require, the customer will return the damaged goods within one week of receipt

Bishops will not accept any liability whatsoever for the damage to goods transported by a third party irrespective of who had arranged that transportation.

8. Title

Ownership of any goods will not pass to the customer until they have paid all the money they owe to Bishops. If the goods are incorporated in another object(s), ownerships of that object(s) will immediately vest in Bishops as security for payment of all money owed.

If the customer sells the goods or the object(s) in which they have been incorporated whilst any money remains owing to Bishops, the customer will unconditionally assign to Bishops the customers rights to collect the purchase price from the persons to whom such goods or object(s) have been sold. The customer hereby grants to Bishops an irrevocable license to enter at any time any premises owned or occupied by the customer for the purpose of repossessing and removing any such goods or objects as aforesaid the ownership the ownership of which has remained or has become vested in Bishops under this condition and Bishops will not be responsible for (and the customer will indemnify Bishops against all liability in respect of) damage caused to such premises in such repossession and removal being damage it was not reasonably practical to avoid.

9. Accounts

All accounts are considered proforma until such a time as the customer has been offered in writing a credit facility. Credit terms and limits are subject to the discretion of Bishops. If the customer does not pay any invoice as requested, Bishops will have the right to withhold delivery of any further goods to the customer. Interest will be payable to Bishops on any invoice not paid on the due date for the period which they are overdue at the rate of 8% per annum over bank base rate.

10. Specification and quantities

All weights, dimensions, statements as to performance and any other data relating to the goods supplied by Bishops are approximate only. Bishops will use all reasonable endeavours to deliver the quantity of goods ordered. Nevertheless a delivered quantity of 5% more or less than the quantity ordered will be deemed to be complete performance of the contract. If there is a variation of more than 5% in the quantity produced, Bishops reserve the right to either compensate the customer by



crediting the unit cost balance of the order not fulfilled. Alternatively, Bishops may choose to produce the balance of the order within a reasonable time of notification of the shortfall.

11. Design Rights

All design rights or intellectual properties rights associated with any work carried out by Bishops whilst working on behalf of the customer remain the property of Bishops. The customer hereby authorises Bishops to reproduce any material supplied or any variation thereof until notified otherwise in writing. Bishops will not be held in any way liable to the customer for any infringement of any intellectual property rights however caused.

12. Customer Property

Customer's property and all property supplied by or on behalf of the customer will be held and carried at the customer's risk.

13. Lien

In addition to other remedies Bishops have in respect of unpaid accounts they will have a general lien over all property of the customer that is in its possession. After giving the customer 14 days written notice, Bishops may dispose of the customer's property and apply proceeds towards the settlement of the debt. In such cases, any cost associated with the storage and sale shall be added to the customers debt.

14. Materials Supplied

Bishops may reject any materials supplied or specified by the customers if in its opinion it is in any way unsuitable or defective. Where the customer supplies finished artwork on disk or via any digital method, the artwork is deemed to be set in accordance with litho print output requirements. Bishops shall not be held responsible for any factor which results in a flawed or substandard finished article for which the cause can be identified to be the nature of the disk set-up. Bishops will be entitled to charge for any additional work that Bishops has to carry out as a result of late, unsuitable or defective material. Delivery may also be delayed.

15. Plates and Tools

Plates and tools manufactured or provided by Bishops for the production of any goods will remain the property of Bishops, even if the customer may have been charged or paid the cost of their manufacture or provision. Bishops reserves the right to dispose of any film, plates or tools which have not been used for a period of six months, unless the customer notifies Bishops in writing at the time of order. Bishops reserve the right to charge for storage.

16. Force Majeure

Bishops will make every effort to carry out the contract. However, it will not be liable for any failure on its part to perform arising from any cause outside Bishops' control.

17. Indemnity

The customer hereby agrees to indemnify Bishops against any and all claims made by a third party arising from the performance of the contract whether they are pursued to court or not.

18. Limit of Liability

All the terms of this contract are warranties and in the event of any breach, Bishops liability will be limited to the contract price. All complaints must be notified to Bishops in writing within seven days of despatch of the goods by Bishops. Any concession granted by Bishops will not act as waiver of this provision.

19. Disputes

The contract will be governed by and constituted in accordance with English law.