

## CREDIT APPLICATION FORM

(eighth revision of credit application form - 08/01/08)

\* Please complete the following sections of this form, sign on page 4 and return by email to [adam@universalnetworks.com](mailto:adam@universalnetworks.com) or fax to 0845 873 2621 together with a copy of your letterhead

### YOUR DETAILS:

FULL TRADING  
NAME: \_\_\_\_\_

BUSINESS CATEGORY: Limited Co.  Partnership  Sole Trader  Other

TRADING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

COMPANY REGISTRATION  
NUMBER: \_\_\_\_\_

If **NOT** a Limited Company, please complete the following:

PROPRIETOR/PARTNER  
NAME: \_\_\_\_\_

PRIVATE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

No. OF EMPLOYEES: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

DATE ESTABLISHED: \_\_\_\_\_

### ACCOUNTS CONTACT:

TELEPHONE No: \_\_\_\_\_ FAX No: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ POSITION: \_\_\_\_\_

INVOICE ADDRESS: \_\_\_\_\_

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

Postcode \_\_\_\_\_

## **TERMS AND CONDITIONS OF SALE**

### **GENERAL**

In these conditions of sale, Universal Networks UK Ltd will herein be referred to as the Vendor. The Customer will be the party named in the invoice who has accepted a quotation from the Vendor for the sale or supply of goods and/or services or whose order for goods and/or services is accepted by the Vendor. These terms can only be changed by the agreement of the Vendor in writing, and apply to all quotations and orders. The Vendor and the Customer both agree to submit to the non-exclusive jurisdiction of the English Courts.

### **ORDERS**

The Vendor will accept orders placed by post, email, fax or telephone subject to customer status. Orders will only be accepted subject to the conditions of sale as herein printed by the Vendor.

### **PRICES**

Prices quoted for carriage, insurance and freight are for a single consignment to a single address.

### **DELIVERY**

Any times quoted for dispatch are to be treated as estimates only and the Vendor reserves the right to deliver part orders without penalty. Whilst every endeavor will be made to meet these estimated times for dispatch, the Vendor shall not be liable for failure to dispatch within the time quoted.

### **DAMAGE OR LOSS IN TRANSIT**

Any damage to goods in transit should be notified to the carrier upon delivery and the Vendor within 2 days of receipt and the goods held for inspection to enable a claim to be made on the carrier. The risk of loss and/or damage to the goods supplied by the Vendor shall pass to the Customer when they are delivered to the Customer or to any other destination on behalf of the Customer.

### **PAYMENT**

All purchases without credit facilities previously agreed to are supplied against a cash with order basis only. Customers of established and agreed credit terms are permitted 30 calendar days (unless otherwise agreed in writing by the Vendor) from the date of invoice for payment.

In addition, the Vendor understands and will exercise its statutory right to interest under the Late Payment of Commercial Debts (Interest) Act 1998 if it is not paid according to the agreed credit terms. Should it be necessary to enforce legal action to recover any monies owed not paid according to the agreed credit terms, the Customer shall be liable for all and any legal costs incurred by the Vendor in this process.

### **SPECIFICATION AND WARRANTY**

Goods will be supplied to the manufacturer's standard specification unless otherwise stated. In the case of defective goods the manufacturer's warranty period and terms will apply. No goods may be returned without the Vendor providing an RMA authorisation.

### **TITLE**

The ownership of all goods shall remain with the Vendor until payment in full for all goods and services supplied by the Vendor has been made.



Credit Application Form cont'd...

**CANCELLATIONS & RETURNS**

Universal shall be entitled to claim £10.00 or 10% of the value (whichever is greater) of any order cancelled after 24 hours from our receipt of an order provided the goods have not been despatched to the customer.\*

If the goods have been despatched to the customer any order cancelled may be returned as long as a) the period is less than 7 days since despatch, b) the goods have not been used and all original packaging and contents are present c) the goods and packaging have not been damaged. Otherwise Universal shall be entitled to charge £10.00 or 25% of the value (whichever is greater).\*

\*For made-to-order cables, the cancellation of order or return of any cables and associated refund will be discretionary.

In either case, any credit issued will be less freight and debit/credit card charges where applicable.

**CONDITION**

In the event of any inconsistency between these terms and conditions and the conditions stated in the Customer's purchase order, or in correspondence or elsewhere, the former shall prevail over the latter (unless agreed in writing by the Vendor).

*I have read and agree to these terms and conditions of sale offered by Universal Networks UK Ltd. I undertake that payments of all accounts will be received by you (Universal Networks UK Ltd) within the above stated credit terms and note that title of goods remain with Universal Networks UK Ltd until paid for in full.*

**SIGNATURE / AUTHORISATION** \_\_\_\_\_

**for and on behalf  
of (print company name)** \_\_\_\_\_

**PRINT SIGNATORIES NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**POSITION IN COMPANY** \_\_\_\_\_

(Universal Networks UK Ltd Credit Application Form consists of 3 pages and includes the terms and conditions of sale in full.)

**Payment details:**

**Bank Name:** Nat West Bank

**Bank Address:** PO Box 13  
30 Market Place  
Newbury  
Berkshire RG14 5AJ

**Account Name:** Universal Networks UK Ltd  
**Account No.:** 62005219  
**Sort Code:** 60-15-07  
**Swift Code:** NWBKGB2L  
**IBAN Number:** GB07NWBK60150762005219

Your remittance advice can be posted to the address below or faxed for the attention of Annie Hetzke on 01488 685899 or emailed on [annie@universalnetworks.com](mailto:annie@universalnetworks.com).

We would ideally prefer payments to be made by BACS/CHAPS, although if this is not suitable for your business continued settlement of your account by cheque is acceptable.

Should you have any queries concerning these matters, please do not hesitate to Anne Hetzke on 01488 685802.