



NEW CLIENT REQUEST FORM

NEW CLIENT DETAILS

Customer name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/zipcode

Contact name

Position

Telephone no

Email address

VAT Registration no

Company number

REGISTERED ADDRESS FOR COMPANY

Customer name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/zipcode

BILLING ADDRESS

Customer name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/zipcode

Contact name

Telephone no

Fax no

Email address

Do you issue Purchase Orders that are required for payment

Yes

No

documentS required

Company headed paper (please tick to confirm attached)

If no, please complete the following details:

If more than one director please complete the additional information below:

Director's name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/zipcode

Director's name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/zipcode

Company Secretary

please note our terms of payment are immediate

Authorised signature

Name

Date

□ □ □ □ □ □ □ □

DD MM YYYY



with data protection legislation. We may share your information with our business partners. **using your personal information.** We will treat your personal information in accordance

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. To see our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)

please return this form to: finance, income & credit departement, metropolitan House, 321 avebury Boulevard, milton Keynes, mK9 2fz

Requested by ext

Department

Line manager ext

Reason for new customer

Type of spend (specify product)

Date of request

Credit limit required £

Estimated monthly sales £

Estimated yearly sales £

credit control

Approved by Credit Control

Date

Approved by Financial Director

Date

checklist

Proof of headed paper Latest filed accounts

Certificate of Incorporation

Credit checked and date

Credit limit agreed £

Record no