



## Credit Application for New Company Account Facility

(Version 1.4 – 2015/05)

**UNLESS OTHERWISE AGREED IN ADVANCE, OUR TERMS FOR PAYMENT SETTLEMENT ARE BY THE 30<sup>th</sup> OF THE MONTH FOLLOWING DATE OF INVOICE**

Full Company Name:	Trading Name:
Address inc. Postcode:	Registered Office:
Contact Name:	Email Address:
Tel No:	Fax No:
No. of Years Trading:	Company Registration No:
Nature of Business:	Parent Company:
<b>For applications from Sole Traders, Partnerships (including LLP's) &amp; Non Limited Companies ONLY, we require the following information in respect of the owner(s) of the business. (Please continue on separate sheet if required).</b>	
Name:	Name:
Address inc. Postcode:	Address inc. Postcode:
<b>Trade References</b>	
1 – Name & Address inc. Postcode:	Tel No:
2 – Name & Address inc. Postcode:	Tel No:
3 – Name & Address inc. Postcode:	Tel No:
Contact details for your Accounts Dept. and from which your payment will be made or released:	
Address inc. Postcode:	Tel No:
<b>Email Address</b> (for sending invoices & statements to):-	Fax No:

Accounts Office: West Harrow Garage Ltd, 139 – 141 Blenheim Road, Harrow, Middlesex, HA2 7AA  
 Tel. 020 8427 1399/1172  
 Fax. 020 8863 3018

Email - [accounts@westharrowgarage.com](mailto:accounts@westharrowgarage.com)

Registered in England – Company No. 6572974 – VAT Registration No. 713 9145 42



# WEST HARROW GARAGE

Anticipated Monthly Credit Required for Garage Services		£
Preferred Payment Method: <b>(Delete as required)</b> Direct Debit/ BACS/ Company Cheque		
Credit required for: <b>(Please delete as required or specify in boxes below if needed)</b>		
Full Workshop Maintenance & Repair Service: inc PSV Maintenance and Safety Inspections		MOT Testing: Class 4, 5 & 7 and/or PSV Testing & Transportation Facilities

We wish to apply for Company Account Credit Facilities and agree to the following terms and conditions below:-

1. That all accounts will be settled by the 30<sup>th</sup> of the month (unless otherwise agreed) immediately following the date of the invoice, and West Harrow Garage Limited reserve the right to terminate credit facilities without notice if terms are not met.
2. That claims or queries arising from invoices will be made seven days of the invoice date.
3. That sufficient business is transacted to justify a company credit account – (N.B. The account will be closed if it is inactive for 12 months).
4. In event of an MOT Failure, we will NOT be carrying out any repairs unless minor work is required which can be swiftly carried out on the MOT test bay. E.g. headlamp adjustments, Light bulb and wiper blade replacement – No Labour fee will apply for this service unless stated and authorised in advance.
5. All other Failure works will only commence once authorised by your company representative/management.
6. A 10 day free retest is given with all Failures. Representation must be made within this timeframe or the test fee may be charged again – PSV test rules stipulate retests within 14 days.
7. That all goods remain the property of West Harrow Garage Limited until payment is made in full.
8. West Harrow Garage Limited reserves the right to decline applications without giving reasons.
9. Credit facilities will not commence until formal notification of acceptance has been given.
10. West Harrow Garage Limited reserves the right to review and change a customer's credit limit at its sole discretion.
11. Direct Debit facility can be put in place via 'Gocardless.com' to streamline payments if required
12. We will make a search with a credit reference agency. We may also make enquiries about the principal Directors with a credit reference agency.

**Credit applications will only be accepted if supported by an official request on original business letterhead**

**I/We agree to settle my/our account in accordance with the above terms.**

Signature:	Date:
Full Name (in Capitals):	Position: