

YOUR COMPANY DETAILS

FULL TRADING NAME	
ADDRESS	
POST CODE	
MAIN CONTACT	
TEL NO	
MOBILE NO	
E MAIL	
VAT NO	
COMPANY REG NO	
NO. YEARS TRADING	

YOUR BANK DETAILS

NAME OF BANK	
ADDRESS	
ACCOUNT NO	
SORT CODE	

REFERENCES 1.

COMPANY NAME

ADDRESS

CONTACT NAME

TEL NO FAX NO

REFERENCES 2.

COMPANY NAME

ADDRESS

CONTACT NAME

TEL NO FAX NO

SIGNATURE NAME

POSITION DATE

TERMS OF CREDIT

CREDIT TERMS

The company trade on a net monthly basis, meaning that all invoices **must** be paid within 30 days from the date the invoice was created / received.

DEBT COLLECTION

At the end of each accounting month a statement is sent to all debtors. The statement shows all outstanding invoices.

Invoice queries for whatever reason, must be notified within 14 days of receipt of invoice. Queries will not be accepted after this time. Please contact Jackie in our accounts department on the number provided below. This will avoid delay with payment at the end of the month.

An invoice being held in query is not a reason for delaying payment of other invoices.

ACTION ON BAD DEBT

Should an account not under query still remain outstanding 30 days from the month end in which the invoice was dated, a letter will be sent requesting immediate payment. Should this payment remain outstanding for an unacceptable amount of time the use of legal representative will be considered.

BANK DETAILS

BANK:	NAT WEST
ACCOUNT NAME:	COSGROVES RECOVERY LTD
ACCOUNT NUMBER:	70543658
SORT CODE:	60-09-07

PAYMENT ADDRESS

COSGROVES RECOVERY LTD

The Tow Inn
Broad Lane
Blacktoft
Nr Goole
East Yorkshire
DN14 7XT