



## APPLICATION FOR A CREDIT ACCOUNT

Company name .....

Trading address .....

Contact .....

Telephone no: ..... Fax no:.....

Registered office .....

Company registration number .....Years in business.....

◆ Credit limit required £ ..... THIS MUST NOT EXCEED ONE FIFTH OF THE PROPOSED ANNUAL  
 TURNOVER (INCLUDING WORK IN HAND)

◆ Our settlement terms are 30 days unless otherwise agreed. Please confirm that payment will be made in  
 accordance with these terms:

YES

NO If no, we will need to discuss this with you as  
 prices are based on 30 day payment.

Please note that credit cannot be extended on postage/carriage pre-payment invoices.  
 JEM Education Marketing Services Limited reserve the right to withhold service when credit terms are  
 exceeded.

◆ Please advise your normal monthly payment date .....

◆ Please advise your Purchase Ledger contact ..... Extension no.....

◆ Please advise if the company name on cheques is different from above.....

◆ Please confirm that your cheques are drawn in sterling at a UK branch of your bank:

YES

NO If no, please state difference:  
 .....

◆ Invoices and statements:

Sent to above address: YES

NO If no, please state alternative address:  
 .....

Sent to above person? YES

NO If no, state new name  
 .....

◆ Name and address of two credit references we can contact:

1) ..... 2) .....

Signed: ..... Date: .....

Print name ..... Position: .....