

Corporate Sales:

Fourth Floor 35-37 William Road London NW1 3ER
t: 020 7255 4229 f: 020 7380 4664 e: sales@addisonlee.com

24 hr Bookings/ General Enquires:

First Floor 35-37 William Road London NW1 3ER
t: 020 7387 8888 e: info@addisonlee.com www.addisonlee.com



CREDIT APPLICATION FORM
Please fax back to 020 7380 4664

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Nature of business: _____

Company email address: _____

Email address (for electronic invoicing): _____

Company web address: _____

Number of years established: _____ Amount of monthly credit required £: _____

Authorising signature: _____ Date: _____

Print full name: _____

Position within company: _____

Contact name: _____ Department: _____

How did you hear about us? (Please specify) _____

- 1. All customers are required to complete a Direct Debit application.
- 2. Direct Debits will only be processed 30 days after date of invoice.
- 3. Conditions of trading will be forwarded with your Security Account Number.
- 4. All accounts are subject to an administration charge.



Instruction to your Bank or Building Society to pay by Direct Debit

ORIGINATORS IDENTIFICATION NUMBER: 629347
(Name and full postal address of your bank or building society)



To the Manager _____

Name(s) of account holder(s) (Bank Account Name) _____

Branch sort code: Account number:

Instruction to your bank / building society

Please pay Addison Lee Plc Direct Debits from the account detailed on this instruction to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Addison Lee Plc and, if so, details will be passed electronically to my Bank/ Building Society.

Signature: _____ Date: _____

ADDISON LEE USE ONLY Reference No: _____ Mandate No: _____ Date: _____ **PG**

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

THE DIRECT DEBIT GUARANTEE

- This guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment days change, Addison Lee Plc will notify you within 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Addison Lee Plc or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch for the amount paid.
- You can cancel a direct debit at any time by writing to your Bank or Building Society. Please also send a copy to Addison Lee Plc, Credit Control Department.

