



# Trade Account Application Form

Thank you for opening an account with Robinson's. Please complete this form fully and return by email to [accounts@robinsons.im](mailto:accounts@robinsons.im) or post to Accounts Department, Robinson's Limited, Ballapaddag Farm, Cooil Road, Braddan, Isle of Man. IM4 2AF

DATE OF APPLICATION

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## ACCOUNT INFORMATION:

Company Name or Trading Name:

### Full Customer DELIVERY ADDRESS

### Full Customer INVOICE ADDRESS

Address:

Address:

Post Code :

Post Code :

Telephone:

Mobile:

Email:

Company Registration Number:

VAT Number:

Business Status: Sole Trader / Partnership / Ltd / Plc (please state)

### Proprietor's Name(s) and private addresses - essential where sole trader or partnership.

Address:

Address:

Post Code :

Post Code :

Telephone:

Telephone:

### Please indicate type of account required: \* Terms to be agreed

Card Payment - website order

Monthly Account with Auto Direct Debit payment:

Overall monthly credit limit required:

### Contact Details - PURCHASING

### Contact Details - BILLING

Name:

Name:

Telephone:

Telephone:

E-mail

E-mail

**Please provide two trade references:**

Company Name:		Company Name:	
Address:		Address:	
Post Code :		Post Code :	
Telephone:		Telephone:	
Email:		Email:	
<i>Please note the account will be cash on delivery until credit references are obtained and verified.</i>			

**Please supply bank details:**

Bank Name:		Account Name:	
Address:		Account Number:	
		Sort Code:	

I/we authorise Robinson's Limited to obtain from or share with other referees or any other appropriate source (including the bank reference above) credit status information to process or extend this credit application. I/we verify that we have read and accept the Terms and Conditions of Trading (see below).

Applicant's printed name:

(1) .....

(2) .....

Applicant's Signature:

(1) .....

(2) .....

Would you like to apply for a Web Account ?	YES / NO	Customer Email:
Telesales call required?	Call day (s) and time:	Delivery days (if known)
YES / NO		

**TERMS AND CONDITIONS OF TRADING**

- Terms are strictly payment prior unless a credit account has been opened.
- Credit accounts must be cleared by the agreed date of the month following invoice date. In the event of the account being in arrears, we reserve the right to withhold further supplies and add a charge of interest at our discretion.
- A charge of £100 may be added at our discretion to any account where a cheque or direct debit has to be represented to the bank.
- We reserve the right to alter prices without notice in the event of market fluctuations and pricing errors.
- All invoiced goods remain the property of Robinsons Limited until they are paid for in full. All risks in the goods pass to the purchaser on delivery.
- Customers must sign for all goods delivered and check these goods with the driver to ensure they are correct and in suitable condition. Any claims must be made to the company by the end of the working day following the day of delivery.
- Where goods are returned, a collection note will be issued and in the case of cash customers a deduction will be made from the invoiced cost.
- Please place your orders as early as possible on the day before delivery. Orders and additions may also be placed on our answer machine, via fax, email or ROBINSONS ONLINE, up until midnight for next day delivery.
- We reserve the right not to deliver an order which is valued at less than £20 net sales value.
- All goods are subject to availability.

**FOR OFFICE USE ONLY:**

Account name:	Account number allocated:	Credit limit approved:



# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Robinsons Ltd  
Ballapaddag  
Cooil Rd  
Braddan  
Isle of Man  
IM4 2AF

Service user number

6	5	1	8	8	2
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Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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FOR ROBINSONS Ltd OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society  
Please pay Robinsons Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Robinsons Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Robinsons Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Robinsons Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Robinsons Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society  
If you receive a refund you are not entitled to, you must pay it back when Robinsons Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## Direct Debit Payments

Robinsons offer a Direct Debit facility to improve our service to customers, and we hope you will find the efficiency of the system will be of benefit to your business.

We will send a statement to you 10 days before your agreed collection date (or nearest working day allowing for Bank Holidays) in order to allow you time to check for any discrepancies. If we do not hear from you, we will take the amount shown as due for payment. Your credit term length remains the same.

Your payment has the added value of the Direct Debit guarantee as detailed on the bank mandate.

A Direct Debit instruction form is enclosed for completion and forwarding to your bank, with a copy returned to Robinsons also.

If you require online access to view your statements or have any queries please do not hesitate to contact us on 01624 690023 or email [accounts@robinsons.im](mailto:accounts@robinsons.im)

With best wishes.

Janna Horsthuis  
Managing Director  
[janna@robinsons.im](mailto:janna@robinsons.im)