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## CORPORATE ACCOUNT APPLICATION

Account Name: .....  
 Account Reference: .....  
 Address: ..... Postcode:.....  
 Telephone No:..... Fax No:.....  
 Contact Names:.....  
 Email Address: .....  
 Company Registered Address: .....  
 Company Registration No: ..... Company VAT No: .....

### ACCOUNT SET UP

#### AUTHORISED USERS & BOOKING METHODS

Select method: (tick your preferred method)

- Authorised By
- Client Reference
- Cost Centre
- Department
- Job Number
- Manager
- Name of Caller
- Order Number
- Ordered By
- Project Code
- Project Name
- Purchase Order
- Reference
- Reference Number
- Voucher Reference

If you require any other unique booking method please provide further information below:

#### SECTION 1

##### Authorised Users

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....
- 6).....

#### SECTION 2

##### Passwords

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....
- 6).....

#### INVOICE OPTIONS (DISPLAYED ON INVOICE)

Email address for invoices: .....

Format upon receipt:  Excel or  PDF (tick your preferred method)

ONLINE BOOKER AND APP CONFIGURATION Select method: (tick your preferred method)

Online Booker  App Booker

BANK DETAILS: Name and Branch: .....

Sort Code: ..... Account Number:.....

Credit limit requested: £..... Agreed Credit Term: 7 14 30

**DETAILS OF TWO REFEREES:**

Name:..... Company:.....

Tel:..... Fax:.....

Name:..... Company:.....

Tel:..... Fax:.....

**TERMS & CONDITIONS**

*Direct debit customers will have their account debited on or after the 14th day of the following week. All queries must be notified within 14 days of the invoice date. A small administration charge will be made on all account customers. A credit charge of 20% will be made after your agreed credit term.*

*In consideration of the extension of credit granted by Henry Taxi Company to*

..... (corporate customer)

I hereby personally, individually and unconditionally guarantee payment of whatever amount, which at any time shall be owing to Henry Taxi Company on account of services provided, after the date hereof. This is a continuing guarantee relating to any indebtedness, including that arising under successive transactions, which shall either continue to indebtedness or from time to time renew it after it has been satisfied. This guarantee shall be perpetual as to any indebtedness incurred before written notice is received by Henry Taxi Company that I am unwilling to guarantee any additional indebtedness on this account.

The undersigned agrees that the above mentioned details are correct and the stated terms and conditions will be adhered to without reservations.

PRINT NAME:.....

SIGNED:..... DATE .....

**Henry Taxi Accounts Department only:**  
A/C No..... Opened by: ..... Authorised by: ..... Date: .....