

**PLEASE INCLUDE A LETTER HEAD OR COMPLIMENTS SLIP WHEN RETURNING THIS FORM**

|  |  |  |               |
|--|--|--|---------------|
| Company Name                               |  |  |               |
| Invoice & Statement Address:               |  | Tel:   |               |
| Post Code:                                 |  | Fax No:  |               |
| Delivery Address is different from above:  |  | Email:   |               |
| Post Code:                                 |  | Years Trading:   |               |
| Co. Line of Business                       |  | Company Reg'n No:  |               |
|  |  | S I C Code (if known):                                       |               |
| Bank                                       |  |  |               |
| Branch:                                    |  |  |               |
| Sort code:                                 |  | A/C No:  |               |
| Trade Reference 1                          |  | Trade Reference 2  |               |
| Credit Limit:                              |  | Date A/C Opened:   |               |
| Contact:                                   |  | Position:  |               |
| Tel:                                       |  | Fax:   |               |
| Credit Limit Applied for:                  |  | <b>ORDER TO PLACE</b>  | <<< Tick Here |
| Legal Structure:                           |  |  |               |
| Sole Trader <input type="checkbox"/>       |  | Partnership <input type="checkbox"/>                         |               |
| Ltd <input type="checkbox"/>               |  | P L C <input type="checkbox"/>                               |               |
|  |  | Incorporated Co <input type="checkbox"/>                     |               |
|  |  | Other <input type="checkbox"/> (Please supply details below) |               |
| Accounts Contact:                          |  | Position:  |               |
|  |  | Tel:   |               |
| <b>EMAIL FOR ACCOUNT STATEMENTS:</b> _____ |  |  |               |
| Purchasing Contact:                        |  | Position:  |               |
|  |  | Tel:   |               |

The above statement has been carefully read and is to my (our) knowledge in all respects complete and accurate. I/We agree to abide by the Keystone Castor Company's Terms and Conditions of supply.

**Authorised Signature**

**Full Name (Capitals)**

**Title**

**Date**





|                            |       |   |             |
|----------------------------|-------|---|-------------|
| <b>FOR OFFICE USE ONLY</b> |       | <b>Application Originated by: HQ / SW / NW / FS</b> |             |
| Keystone A/C No:           |       | Date Opened:  |             |
|                            |       | SAR Action :  |             |
| Credit Grade               | Terms | Trade Ref 1   | Trade Ref 2 |



**Keystone** Head Office:  
Bull Ring Trading Estate  
50 Green Street  
Birmingham  
B12 0NB  
Tel 0121 772 1010  
Fax 0121 773 1103  
Email sales@keystonecastors.com

South West Office:  
19 Avon Business Park  
Lodge Causeway  
Fishponds  
Bristol BS16 3JP  
Tel 0117 965 7777  
Fax 0117 965 2177  
Email bristol@keystonecastors.com

North West Office:  
Unit 3B, Parkway Trading Estate  
Alba Way, Off Barton Dock Road  
Trafford Park  
Manchester M32 0TL  
Tel 0161 865 3800  
Fax 0161 865 3400  
Email manchester@keystonecastors.com

# KEYSTONE

Castors & Wheels

## TERMS AND CONDITIONS OF SALES

### MINIMUM INVOICE VALUE

Minimum Order for invoiced sales £25.00 goods value.

### TERMS OF PAYMENT

Approved ledger accounts are strictly net, and are payable 30 days from date of despatch. Accounts, which remain unpaid 60 days following the month of despatch, will automatically be placed on stop. New ledger accounts please forward two trade and one bank reference, despatch cannot be made until references are cleared.

Orders under £25.00 will be accepted if paid for on collection from our warehouse, additional discount allowable on all orders over £10.00.

Orders under £25.00 received by post will be accepted provided payment including carriage charge and VAT is enclosed with the order.

### RETURNS

The return of goods correctly supplied to order cannot be accepted without our written consent, and will be subject to a 12.50% handling charge of the net invoice value.

### NON-DELIVERY

Please notify us within 14 days, late claims cannot be accepted.

### SPECIAL ORDERS

In the event of cancellation or delay in schedule of an order specially produced to customer's specification, we reserve the right to deliver and charge for any complete or part manufactured items or specially purchased materials after 8 weeks expiry of original agreed scheduled dates.

### RETENTION OF TITLE

Goods shall remain the property of Keystone Wood Ltd/ T/A Keystone Castor Co until full payment has been received and cleared.

### VAT

Prices are exclusive of VAT



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