

## CORPORATE ACCOUNT APPLICATION FORM

COMPANY NAME .....

TRADING NAME .....

COMPANY TYPE  SOLE TRADER  PARTNERSHIP  LTD COMPANY  CHARITY  OTHER

COMPANY REGISTRATION NO: ..... VAT REGISTRATION NO: .....

PHONE ..... FAX .....

EMAIL ..... WEBSITE .....

REGISTERED ADDRESS .....

TRADE REFERENCE 1 .....

TRADE REFERENCE 2 .....

HOW OFTEN DO YOU REQUIRE CATERING?  WEEKLY  MONTHLY  YEARLY

HAVE YOU DINED AT OUR RESTAURANTS?  YES  NO

WE WISH TO OPEN A CORPORATE ACCOUNT AND AUTHORISE YOU TO APPLY FOR OUR REFERENCES

WE AGREE TO ABIDE BY THE TERMS AND CONDITIONS OVERLEAF

NAME ..... POSITION .....

SIGNATURE ..... DATE .....

## TERMS & CONDITIONS

- This Agreement is between you, the Account Holder (named in the corporate account application form) and us, Bapu Hospitality, and any company, firm or person we transfer any or all of our rights and duties to under this Agreement.
- Bapu Hospitality will only accept credit orders from business customers with authorised accounts. Until authorisation, orders will be accepted on a payment with order basis only.
- This Account is available to Companies, Public Sector Bodies, Partnerships, Charities, Pension Managers, Trustees and Clubs & Societies.
- We will set your credit limit from time to time and tell you what it is.
- Your account number, which will be notified to you, must be quoted on all order forms. You must give an official purchase order, signed by an authorised person, each time you use the account. Goods and services are charged at the rate applicable at time of order.
- You will be given a receipt for any purchase either at the time of purchase or you will be sent a receipt within a week. Please keep these receipts for your records.
- Bookings made in advance for weekends (Friday and Saturday) and for special nights (like Valentine's Day) and / or Bank Holidays and the entire month of December will carry a non-refundable deposit of £10 per person. This fee will be adjusted in the final invoice. In the event of cancellation of booking or if there are less number of people than originally booked, deposit will not be refunded.
- You will be sent invoices for every transaction. Each invoice will clearly state the VAT details together with a summary sheet showing the goods purchased. Payment must be made within 30 days from the date of invoice. Any payment to us must be in £ Sterling and by way of bank transfer or cheque.
- You will be sent, unless otherwise agreed with you, yearly statements showing details of all purchases you have made in that year which have been charged to your account.
- If you do not repay the outstanding balance in full and on time, you may be charged interest on any such overdue amounts at the rate shown on your statement from the due date until payment is made in full. Interest will be calculated on a daily basis and will normally be added to your account on each statement date. We will notify you of any interest that is due to us. Payment for any interest charged should be received by us by the last day of the month following the month in which the interest was added to your account.
- We may close your account at any time if we give you one month's notice in writing or immediately on us giving you notice if you exceed the credit limit or if you break any of the terms of this Agreement, or the terms on which you purchase goods or if any of the following happens (or we reasonably believe it is likely to happen):
  1. if you are a company any step, application, order, proceeding or appointment for a distress, execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise) or bankruptcy is taken or made, or you are unable to pay your debts; or
  2. if you are a partnership, any step, application, order, proceeding or appointment for execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise), bankruptcy is taken or made, or you are unable to pay its debts as they fall due.
- You may close your account at any time by giving us notice and by paying any outstanding balances on your account in full.
- You must tell us immediately if:
  1. You become aware that your account is being used fraudulently in any way; or
  2. Your account appears to wrongly include an item.
- Until you notify us of these events, so that we can investigate any misuse of your account, you will be liable for any losses we suffer as a result of any misuse of your account.
- We may send you any notice at the address you notify to us on your application form accompanying this agreement, or at any other address you notify to us in writing and you must tell us if you change your address. Our contact details are:
- Bapu Hospitality, 111 Bell Street, Glasgow, G4 0TQ, or any other address we may notify you in writing.
- Any notice given by first class post will be regarded as served 2 days after the date of posting.
- If we relax any term of this Agreement for you, this may be just a temporary measure or a special case. We may enforce it again strictly at any time. We may, from time to time, vary the terms of this Agreement on giving you not less than 1 month's written notice.