

Customer Account Application Form

Private & Confidential

Thomas Ridley & Son Ltd
Rougham Industrial Estate, Bury St Edmunds, Suffolk IP30 9ND.
Tel: 01359 270536 Fax: 01359 271225 Email: sales@thomasridley.co.uk

www.thomasridley.co.uk



Customer Account Application Form

If you wish to open a Thomas Ridley Foodservice account, please complete and return with a sample of your official company letterhead and a completed and signed Direct Debit Instruction.

ACCOUNT CODE FOR OFFICE USE ONLY

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Company Details

Full Company Name

Trading Name (if different)

Type of Company

Limited Company

PLC

Government Dept/Institution/Professional Body

Please tick appropriate

Partnership

Sole Trader

Other – Please State

Company Registration Number

Established

No. of Employees

Registered Address

Nature of Business

Do you have a parent or holding company? Are you part of a group/association?
If so, please give details:

GROUP CODE FOR OFFICE USE

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Company Name

Holding Company Reg No

Delivery Address Detail

Address

Postcode

Tel (inc STD)

Fax (inc STD)

Email (Mandatory)

(your joining pack will be emailed to this address)

Contact Name & Position

PURCHASE/BOUGHT LEDGER CONTACT Please complete their full name below

Mr/Mrs/Miss/Ms

Tel (inc extension)

Job Title

Department

Email (Mandatory)

STATEMENT ADDRESS (if different to delivery address)

Company Name

Address

Postcode

Tel (inc STD)

Fax (inc STD)

Email (Mandatory)

Proprietors or Partners Details

Proprietors/partners name & address

Proprietors/partners name & address

Postcode

D.O.B

Postcode

D.O.B

Tel (inc STD)

Tel (inc STD)

Fax (inc STD)

Fax (inc STD)

Email (Mandatory)

Email (Mandatory)

In the case of sole traders or partnerships, this section must be completed

For credit reference purposes a date of birth is mandatory for proprietors or partners

Authorised by

In consideration of Thomas Ridley and Son Limited ("the Company") agreeing to open a Credit Account,

I/We

Being authorised person(s) of

("the Customer") agree that all transactions of sale will be conducted within statutory conditions of sale.

Company letterhead enclosed Complete and signed Direct Debit Instruction enclosed

Please Note:

- We may use the information you provide to make a search with a credit reference agency, of which we may keep a record of that report. In the case of a limited company we may also make enquiries with a credit reference agency about the principal directors of that company.
- The health and safety of Thomas Ridley employees is the responsibility of the organisation in charge of any site that they may visit. A representative of Thomas Ridley may conduct a delivery risk assessment of your site. You should forward to us any safe delivery plan information that you may have. You must also make us aware of any change or alteration to the safe delivery process. Your employees must keep clear of our vehicles and may not assist in loading or unloading.

Signature(s)

Date

Signature(s)

Date

Signature(s)

Date

(If a Partnership – all Partners should sign)

Full Name(s) in block capitals

Job Title

Email (Mandatory)

Department

Direct Tel

When completed, forward this form with a copy of your letterhead to the address below.

Alternatively, please scan a copy of the completed form and your letterhead and e-mail to the e-mail address below. We will contact you to advise when your account has been opened.

Below this line is for office use only

Est. Spend PW:

Requested Credit Terms:

Contract:

Statement:

C/L:

Mix&Stir: Y/N

Matrix:

Round Number:

Drop Number:

Sop Day:

Del Day:

Online Password:

First Call:

Am/Pm

Customer Type:

D/Trade

C&C

Both

Safe delivery plan

Attach copy of customers safe delivery plan if available and attach any continuation sheet.

- Type or size of vehicle restriction
- Cage Exchange or cage unload
- Best approach route to site
- Route on site to unloading area
- Where and whom to report to
- Visiting driver procedures PPE/hi-vis/use of mobiles/reversing prohibition or conditions
- Who is in overall charge of our employee when on site
- Other significant safety issues; steps/head height/slip and trip risks/slopes/uneven surfaces/kerbs/use of lift/use of stairs/dogs/etc

C&C Trade Cards Required: Name each Buyer

1.

2.

TM:

TM Signature:

Finance Authorised and Actioned

Signature:

Date:

