

Workwear Express Ltd, Cathedral Park,
Belmont Industrial Estate, Durham, DH1 1TN

Main Office: 0191 370 7790
Accounts: 0191 370 7792
Fax: 0191 384 7492

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Freefax (sales): 0800 028 1137

www.workwearexpress.com
sales@workwearexpress.com



CUSTOMER CREDIT ACCOUNT APPLICATION FORM

PRIVATE & CONFIDENTIAL



Bank Details

Account Name.....

Account Number Sort Code.....

Bank/Building Society Name.....

Bank Address.....

..... Postcode.....

Payment Method Cheque BACS Other.....

*** PLEASE NOTE ALL INVOICES AND STATEMENTS ARE DISPATCHED VIA EMAIL**

Invoicing Address

Address.....

..... Postcode.....

Mandatory Email Address.....

Statement Address

Address.....

..... Postcode.....

Mandatory Email Address.....

Who is your Purchase/Bought Ledger contact ? *Please complete their full name and details below*

Name..... Tel. No.....

Job Title..... Department.....

Email (Mandatory).....

Trade References

Name Trade Ref. 1.....

Address.....

..... Postcode.....

Tel. No Fax No.....

Email Address..... Annual Spend £.....

Name Trade Ref. 2.....

Address.....

..... Postcode.....

Tel. No Fax No.....

Email Address..... Annual Spend £.....

Customer Declaration

I/We the undersigned apply to Workwear Express Ltd for credit facilities and declare that the information given above is accurate. I/We agree to trade on Workwear Express Ltd's Terms and Conditions as are applicable at the date of the transaction. Workwear Express Ltd reserves the right to terminate this Agreement for credit forthwith without notice upon breach by the customer of any Terms and Conditions and all amounts then outstanding will become due forthwith. Thereafter interest will be charged on a daily basis until the account is paid in full.

Signed.....	Signed.....
Name (Please Print).....	Name (Please Print).....
Position.....	Position.....
Date.....	Date.....

All Finished ?

Before posting your completed application form, please check:

Have you enclosed one form of identification ?

For Limited Companies: Company Letterhead

For Sole Trader/Partnerships: Proof of your home address, such as bank, building society or credit card statement, or recent utility bill.

Have you filled in your required credit limit ?

Have you provided your trade references ?

Have you signed the application form ?

Please return your completed application form to:

**Workwear Express Ltd, Cathedral Park, Belmont Ind Estate,
Durham DH1 1TF**

Or Email it to:

accounts@workwearexpress.com

What Happens Next ?

Once your application has been processed, normally five working days, we will provide you with written confirmation of your credit limit and account number. This will confirm that your account has been activated and is ready for immediate use.

For any enquiries relating to this form, please call 0191 370 7790



Main Terms and Conditions of Sale

Orders

You can order 24 hours a day online at workwearexpress.com, email orders to sales@workwearexpress.com, or you can call our freephone/freifax numbers during hours 8.30am to 6pm Mon-Fri.

Samples

Sample garments can be supplied and will be invoiced at single price rate plus £7.95(net) P&P, which is payable upfront. All colours and sizes detailed or illustrated are for guidance only. Some colour icons are not true representation of their appearance. We would always recommend samples of goods are obtained in advance of orders being placed.

Payment

BACS is our preferred payment method; however we do accept cash, all major Credit/Debit cards, PayPal and cheque payments. American Express cards are subject to a 3.5% fee.

VAT

All adult sizes and application services are subject to VAT ruling at time of delivery. All child sizes are zero rated. Certain larger children's sizes may be VAT applicable. Workwear Express Ltd will abide by all relevant VAT legislation on safety footwear.

Collection

Collections can be made from our offices in Durham between 9am and 6pm Mon-Fri.

Delivery

All goods are offered subject to availability. Delivery of goods will be deemed to take place at the Purchaser's premises unless otherwise agreed. Every effort will be made to deliver goods on time but no responsibility can be accepted for late or non-delivery. All shortages, damage or non-delivery of goods must be notified to us by telephone within 48-hours and confirmed by writing within 3 working days of dispatch. Claims for shortages or non-delivery must be supported by the courier's POD and a delivery note which the goods have been signed as unchecked, short or damaged as appropriate. By arrangement all deliveries should be carefully checked-in to ensure correct garments are delivered as no responsibility can be accepted thereafter for none or short deliveries. Any damaged parcels should be checked in front of the courier's delivery person and signed for accordingly.

Price

Workwear Express Ltd retains the right to change prices, carriage costs and specification without prior notification. Quoted prices are always net of VAT

Returns

All sales are final. Workwear Express Ltd does not trade on a 'sale or return basis'.

You may return any item bought from our standard range* within 30 days of delivery providing it is in the original packaging and suitable for resale. We will also pay the return carriage costs for exchanges or refunds where the return is our error or the material is deemed to be faulty.

Unless incorrectly supplied or deemed to be faulty we cannot accept the return of:

Goods that have been embroidered or printed.

Goods that have been assembled inline with your requirements.

Goods that have been specially procured inline with your requirements and do not form part of our standard range*.

Please note that, where applicable, returns placed via the website will carry a reduced handling charge equivalent to 10% of the value of the returned item (normally 20%) unless we deliver the item in error or the item is faulty.

Our promise is to uplift unwanted goods from your premises within 5 days of the request being made.

This does not affect your statutory rights.

*Our standard range is any item available on our website and does not include special colours or sizes.

Artwork Guidelines

To avoid unnecessary charges and delays and to ensure you receive the highest quality customisation please ensure you provide artwork in high resolution JPG, BMP, TIF, EPS or AI files.

Should you not have the artwork in a format suitable for customisation we can convert (re-draw) your file to a suitable type for a fee of £25.00. In the event of the customer wishing to change the design, artwork or other aspect of the order such request must be given by the customer to Workwear Express Ltd in writing.

Workwear Express Ltd will use its best endeavours to make the changes in accordance with this request but must reserve the right to charge the customer the additional cost of any such charges arising out of this request and will notify the customer of the costs such as changes at the time of the request, orders requiring new artwork will not be started until artwork approval is signed by the customer.

To ensure your delivery date is met please reply with your approval to us within 24 hours. Any delays in approvals will result in your despatch date being delayed.

Please note that we cannot be held responsible for any mistakes or omissions approved by you which are not brought to our attention prior to production. Please be aware that typing errors do occur therefore all spellings and numbers should be thoroughly checked. We will only guarantee colour requests if pantone references are given and approved. Customisation size details are also detailed on each approval.

Specification

Sizes, measurements and descriptions of goods are for guidance only and the company cannot guarantee absolute consistency of size, material, proportion, colour or shade. All products supplied should be washed or cleaned strictly in accordance with the washing instructions provided on the garment label. Workwear Express Ltd will accept no responsibility if instructions or not followed precisely.

Size, style, fabric content, specification, quality and colour should be checked by the purchaser on receipt of goods. While every effort is made to ensure consistency of colour and shades, variation may occur from one dye batch to another and Workwear Express Ltd will accept no responsibility for such variation.

Credit

Purchasers can only receive credit once approved by Workwear Express Ltd in writing.

Where credit is approved payment is due within 30 days date of invoice, unless otherwise agreed in writing. Where no credit is approved payment is due before dispatch of any goods.

Workwear Express Ltd withholds the right to hold any orders when a purchaser's account is overdue or the credit limit is exceeded.

Workwear Express Ltd withholds the right to charge interest on overdue accounts at the rate of 5% over the Bank of England base rate, to run from the due date for payment until full payment is received by Workwear Express Ltd.

Ownership of Goods

Title of goods will not pass to the purchaser until Workwear Express Ltd has received all due payments in full.

Until title has passed to the purchaser, the purchaser shall not deal with or dispose of the goods other than in its normal course of business and until such time Workwear Express Ltd reserves the right to enter onto the premises of the purchaser or its agent to repossess all or part of the goods, without prejudice to any other legal remedy available to Workwear Express Ltd.

Summary

Only contracts signed by a director of Workwear Express Ltd will be binding on the company.

All transactions are subject to Workwear Express Ltd's full terms and conditions of sale.

Mistakes are possible. All goods should be checked upon receipt, as worn, washed or altered goods cannot be returned.

All colours and sizes detailed or illustrated are for guidance only.

Some colour icons are not true representation of their appearance. We would always recommend samples of goods are obtained in advance of orders being placed.

