

MICROTRONICA

AN ARROW COMPANY

Thank you for requesting a Trade Account with Microtronica Ltd. Please note that Microtronica does not deal with end users directly

Please complete the following application in full and return by post or fax to :

Microtronica Ltd
For the attention of the Credit Department
3 Bennet Court
Bennet Road
Reading RG2 0QX

Fax: 0870 011 7418

Notes for submitting the application –

- 1 The form must be completed whether you are applying for a Credit Account or a Cash With Order Account.
- 2 Please complete the application in block capitals.
- 3 The form must be signed by an officer of the company who is authorised to agree to our standard terms and conditions of sale.
- 4 Please ensure that all sections are fully completed and ensure that all material as specified below is included with the application. Your application will be processed on the sum of the information you provide.

LIMITED COMPANIES
Up to date set of audited or management accounts
A sheet of official Company letterhead

NON LIMITED COMPANIES
A sheet of Company letterhead
Proof of address e.g. current utility bill

- 5 In normal circumstances applications will take 48 hours to complete. You will be notified by telephone, with confirmation in writing once you application has been processed.

Thank you for your interest in Microtronica.

APPLICATION FOR A CREDIT ACCOUNT
PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS

Company Name			
Trading Style (if applicable)			
Address			
	Post Code		
Tel No.		Fax No.	Web Address

Accounts Contact		Tel No.		e-mail	
Purchasing		Tel No.		e-mail	

For Non-Limited Companies/Partnerships & Sole Traders Please Give Names & Addresses of Directors/Partners/Proprietor		

	Please Provide If Applicable
Company Registration No.	
Accounts Year End Date	
Issued Share Capital	
VAT Number	

Industry Related References - Names & Addresses		
Bank	Reference 1	Reference 2
Account		
Sort Code		
Tel No	Tel No	Tel No

I/We hereby acknowledge receipt of a copy of your standard terms and conditions of sale which I/We have read and which I/We accept shall apply to every sale contract entered into between us. In particular, I/We have noted and accept all the conditions relating to the granting of credit, terms of payment and retention of title and property in all goods supplied until all monies outstanding under any sale contract have been received by us by way of cleared funds.

Declaration			
To be signed by an officer of the company with ability to agree our terms and conditions of sale			
Signed		Print Name	
Position Held		Date	
State Credit Limit Required			
Minimum Limit £10K			

Should we be unable to approve your application for credit or if your limit requirement is below £10,000 would you still like to proceed with a Cash With Order or Credit Card Account
YES/NO

In order that we may service your needs constructively, please provide the following information

BUSINESS TURNOVER & DISTRIBUTION SPEND	
What is the business's overall annual turnover, excluding VAT?	£
Is it your intention for Microtronica to be a regular supplier?	
What will be your estimated monthly spend with Microtronica?	£
What is the value of your current order and the required delivery date?	£
	Date
What is your estimated monthly spend with other PC distributors?	£
Please provide a brief description of the nature of your business and the major markets addressed	
Are there any particular product ranges that you are interested in	

For Internal Use Only

Status Report Obtained	
Refs Checked	
VAT Validation	
Available Ins Cover	£
Limit Applied	£
Account No	
Approval If Required	
Account Opened By	
Date Opened	