

# Account Application Form

Full Company Trading Name: .....

Invoice Address: .....

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Trading Address: (If Different).....

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Delivery Address: (If Different).....

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Company Reg Number : .....

Sales Contact Name:.....

Sales Contact Email Address:.....

Sales Contact Telephone Number : .....

Accounts Contact Name : .....

Account Telephone Number: .....

Account Email Address:.....

Director/Proprietors Name : .....

Year Company Established : .....

Amount Of Credit Required : .....

Bank Name & Address : .....

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Trade Ref Address (1) - Not Associated With Company: .....

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Telephone Number : .....

Trade Ref Address (2) - Not Associated With Company: .....

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Telephone Number : .....

**PAYMENT TERMS STRICTLY NETT 30 DAYS**

I acknowledge the Grays Office Supplies retention of title clause contained within the terms and conditions of sale and accept that as stated in those terms all goods supplied by grays office supplies remain the sole and absolute property of Grays Office Supplies until Grays Office Supplies have been paid in full.

**Signed by Director/Proprietor:**.....

# Terms & Conditions

Please read the following terms and conditions carefully before placing your order. When you place an order you will be bound by our terms and conditions of sale. If you don't agree, please do not proceed with your order.

## Definitions

Grays Office Supplies

"Customer" or "you" means the person or company who place an order via the website to purchase any of the products. "Products" means the products offered for sale by Grays Office Supplies

## Price and Availability

All products advertised for sale are subject to availability. If we fail to supply any products for any reason, we will not charge you for such products. However, we will not be responsible for compensating you for any other losses which you may suffer if we fail to supply products. All prices stated on the site or in any of our catalogues, price lists or other sales literature may be altered by us from time to time without notice to you.

## Payment

Orders are fulfilled on condition that (a) title to the goods remains with Grays Office Supplies until payment in full for them (b) the purchaser agrees to store the goods safely and mark them in such a way that they are readily identifiable as the property of Grays Office Supplies (c) the purchaser agrees to keep the goods supplied separately and hold them as ballee and agent for Grays Office Supplies until payment in full for them has been received (d) should the goods be sold or used in the normal course of business the purchaser agrees that until full payment for them has been made a sum of money equivalent to the Invoiced value of the goods sold or used will be kept separate and identifiable (e) if the price of goods remains unpaid after the due date the seller shall have the right to enter upon any premises where the goods may be found for the purpose of recovering possession of the goods and the cost to the seller of recovering the goods will be payable by the purchaser on demand.

## Delivery

We will deliver the products within the United Kingdom to the address notified to us by you at the time you place your order. Our standard charges for delivery will apply. We will endeavour to ensure that the products are delivered to the address specified by you by any delivery date estimated by us. However, we cannot guarantee that products will be delivered by the estimated delivery date. You agree that we shall not be liable to you for any losses, damages or charges incurred by you because of late delivery of the products. Upon signature for the receipt of the products at the United Kingdom address specified in your delivery instructions, the risk of damage to the goods shall pass to you.

## Returning Goods

We want you to be satisfied with the products you buy from us. If you are not happy with the goods you have purchased for any reason, please email [info@graysofficesupplies.co.uk](mailto:info@graysofficesupplies.co.uk) to notify us of their return within FIVE days of receipt. Our Customer Services team will take you through our returns procedure. When returning goods to us, they must be returned in the condition in which they left our warehouse. Upon receipt of the goods we will arrange a credit or exchange. The risk of damage to any goods you return to us will remain with you until the products have been delivered to our premises and accepted by us at those premises.

## Liability

We cannot accept any responsibility and will not be liable for any damage to the products caused by you.

Without prejudice to your statutory rights, the information and materials contained in this site (including without limitation text, graphics and links) are provided on an "as is" basis with no warranty and in particular, we do not represent or warrant that the information accessible via this site is accurate, complete or current or that the use of this site will be uninterrupted or error free. Price and availability information is subject to change without notice. Products purchased from the site are warranted in accordance with the law, and nothing in these terms and conditions is to be taken to exclude or restrict any rights which applicable law grants to you in respect of such products. Individual products may be the subject of additional warranties or guarantees given by their manufacturers directly to you.

We accept liability for personal injury or death where and to the extent that they result from our negligence or the negligence of our servants and agents, without limits. We accept liability for damage to property where and to the extent that it arises from our negligence or from the negligence of our servants and agents up to a limit, in relation to any one event or series of events arising from a common cause [(i) where the event is or relates to the purchase of any products, twenty times the price paid for that product; or (ii) in any other case £2,000]. Except as provided above there are no other warranties, conditions or other terms, express or implied, statutory or otherwise, and all such terms are excluded by these terms and conditions to the maximum extent permitted by law. We accept no liability for any indirect or consequential loss, however it may arise and even if we have previously been advised of the possibility of such loss.

## Privacy and Data Collection

Any personal information supplied by you to us in connection with an order will be treated in confidence. We reserve the right to disclose your personal data to the police or any other regulatory authority should this be required or in the event of a complaint arising from your breach of these terms and conditions.

We shall exercise extreme care in protecting your personal data, and will use our best endeavours to prevent any unauthorised or unlawful use or any accidental loss or destruction of such data.

However, we cannot accept any responsibility and shall not be liable for any unauthorised or unlawful use or any accidental loss or destruction of your personal data arising from circumstances outside our control.

You have the right to ask for a copy of your personal data held by us, and have the right to have it corrected if necessary. A small fee may be charged if we provide you with copies.

## GENERAL

All notices served under these terms and conditions shall be in writing and shall be sent to the address set out in our despatch note, or to any later address in the United Kingdom notified for that purpose, and all notices sent by first class letter post or by fax transmission or by email shall be deemed to have been served immediately if they were sent by fax or email or on the second working day after posting have served by first class post. Any failure by us to enforce any of these terms and conditions shall not affect our right to enforce the rest of these terms and conditions. These terms and conditions are subject to change at any time without prior notice to you.

These terms and conditions shall be governed by and construed in accordance with the laws of England and are subject to the non-exclusive jurisdiction of the English Courts.