Customer Master Data

Hachette UK Distribution Limited

Milton Road, Didcot

OX11 7HH

Email: HUKDnewaccounts@hachette.co.uk

and cc in sales@flametreepublishing.com

Please note that all fields marked with \* must be completed

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| 1. **Type of Account Required\***
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| --- | --- |
| **Credit** | [ ]  |
| **Pro Forma (Pre Payment)** | [ ]  |
| 1. **Company Information**
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| --- | --- |
| Company Name\* |  |
| Trading Name (if different) \* |  |
| Invoice Address (including post code) \* |  |
| Delivery Address (if different) \* |  |
| Company Registration Number (if applicable)\* |  |
| Website |  |
| SAN Number (if applicable) |  |
| VAT Registration Number \**For VAT Exemptions please provide certificate* |   |
| EORI Number (if applicable) |  |

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| 1. **Contact Information**
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| --- | --- |
| Accounts Payable Contact \* |  |
| Telephone Number \* |  |
| Email Address \* |  |
| Email Address to issue Invoices/Credits/ Statements \* |  |
| Payment Method (Bank Transfer/Chq/Credit Card)\* *Please note we do not accept cash payments.**Chq payments/Credit Cards will not be processed to the account until we have received cleared funds into our bank account. This may take up to 7 working days.* |  |
| Are you a Batch customer?  | Yes/ No |

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| 1. **Publisher Information**
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| --- | --- |
| Which Publishers do you wish to trade with? \* |  |
| Current Order Value (if known) |  |
| Estimated Monthly Spend |  |

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| 1. **Sole Traders and Partnerships**
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| --- | --- |
| Names\* |  |
| Home Address (including post code) \* |  |
| Telephone Number |  |
| How long at address |  |

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| 1. **Shipping Requirements / Information (Export Customers Only)**
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| **SEA** |
| Freight Forwarder Name |  |
| Address (including post code) |  |
| Telephone |  |
| Email Address  |  |
| **AIR** |
| Freight Forwarder Name |  |
| Address (including post code) |  |
| Telephone |  |
| Email Address  |  |
| **Other method of despatch (please specify)**  |  |
| **Preferred delivery day** |  |

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| 1. **Invoices / Pre-Ordering / Back-Ordering**
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| Do you wish to trade Electronically (EDI)? |  |
| How long in number of days do you wish to record unsupplied items*Please note for information:** *Pre-Orders relates to new titles*
* *Back Orders relates to published titles not available at time of order*
 | Pre-order number of days: | Back order number of days: |

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| 1. **Consent**
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**Hachette UK Distribution Ltd, may make enquiries and searches of the files of one or more credit agencies (their names can be supplied upon request), on the home address of any of the partners or sole proprietor listed in the application form for the purpose of assessing this application. Hachette UK Distribution Ltd require your consent before it can carry out such searches and enquiries. If you agree to provide consent, please sign the box below. If you do not want to provide consent to carry out such searches, then do not sign the box below:**

|  |  |
| --- | --- |
| Signed |  |
| Date of Consent |  |

**Please ensure the Terms and Conditions (T&C’s) section below is completed in full.**

**We require a physical signature NOT electronic and the full company name to be completed.**

**Submitting the application form without the below T&C’s box being completed will delay your application being processed.**

**We hereby accept the Hachette UK Distribution Ltd Terms and Conditions (T&C’s) of trade and we confirm that the details provided in this application form are true and correct.**

|  |  |
| --- | --- |
| Signature\*: |  |
| Print Name\*: |  |
| Position\*: |  |
| Date\*: |  |

If you have any queries or questions in relation to the application form, please contact:

 Master Data: HUKDnewaccounts@hachette.co.uk

**For Terms & Conditions / General Data Protection Regulation Policy please refer to our website:** [www.hachetteukdistribution.co.uk](http://www.hachetteukdistribution.co.uk)