**COMPANY TRADING NAME:**

\*This is the name that will appear on your invoice (All orders will **ONLY** be processed using this Company Name)

***Company Invoice Address:*** **Company Primary Delivery Address:**

|  |  |  |  |
| --- | --- | --- | --- |
| Line 1: |  |  | **­­­­­** |
| Line 2: |  |  |  |
| Line 3: |  |  |  |
| City: |  |  |  |
| Post/Zip code: |  |  |  |
| Country: |  |  |  |

**COMPANY INFORMATION:**

|  |  |
| --- | --- |
| \*Tax ID/EIN Number (if applicable) |  |
| Vat registration number (if EU & registered) |  |
| Company registration number (if UK): |  |
| **\**If you are exempt from Sales Tax or VAT please provide a copy of your exemption certificate by return.*** | |

**SHIPPING/COURIER INFORMATION\*:**

\*BBI’s preferred courier is Fedex – please complete your courier details below, if not completed BBI’s will be applied and charged per order.

|  |  |
| --- | --- |
| Courier Name |  |
| Courier Account Reference |  |
| Inco Terms (DAP will be applied as standard) |  |

**ACCOUNT TERMS**

\*Please note our standard Account Terms are 30 days from date of invoice.

|  |  |
| --- | --- |
| Account Currency (GBP/EURO/USD) |  |
| Credit Limit Requested (this will result in a credit check)\* |  |

\*Should you wish to support your request for credit with Trading References please complete the details of two referees below.

**Trading References:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  |  |  |
| Contact Name |  |  |  |
| Position: |  |  |  |
| Address: |  |  |  |
| E-mail: |  |  |  |

**Accounts Payable Information – All invoices will be sent via email:**

Contact Name: Telephone & E-mail:

**Invoice Portal Details:**

**By signing you are accepting our Standard Terms and Conditions, viewable here (UK Based Customers Only)** [BBI Solutions Terms and Conditions](file:///C:\Users\Laura%20Carey\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\Y92Y1TXJ\BBI%20Solutions%20Terms%20and%20Conditions)

Name: Date:

***\*All items in red need completion prior to submission, please complete to avoid unnecessary delays.***

**Customer Section – *to be completed by the Customer***