



Business Information

Type of Business (please tick)\*: Limited Co. [ ] Partnership [ ] Sole Trader [ ] Other [ ]
Trading Name\*: \_\_\_\_\_ Name of Business\*: \_\_\_\_\_
Trading Address\*: \_\_\_\_\_
Postcode\*: \_\_\_\_\_
Contact\*: \_\_\_\_\_ Position\*: \_\_\_\_\_ Tel No\*: \_\_\_\_\_
Email\*: \_\_\_\_\_ Mobile No\*: \_\_\_\_\_ Fax No\*: \_\_\_\_\_
VAT No: \_\_\_\_\_ Date Trading Commenced\*: \_\_\_\_\_
Nature of Business: \_\_\_\_\_
Company Employee Size (please tick): 1 - 2 [ ] 3 - 49 [ ] 50 - 499 [ ] 500+ [ ]

If Limited Company

Registered Name: \_\_\_\_\_ Registered No\*: \_\_\_\_\_
Registered Office: \_\_\_\_\_
Postcode: \_\_\_\_\_
Name of parent Co. (if any): \_\_\_\_\_ Incorporation Date: \_\_\_\_\_

Principal Directors/Proprietors/Partners - full names and home addresses

Full Name: \_\_\_\_\_ Position: \_\_\_\_\_
Home Address: \_\_\_\_\_
Postcode: \_\_\_\_\_
Full Name: \_\_\_\_\_ Position: \_\_\_\_\_
Home Address: \_\_\_\_\_
Postcode: \_\_\_\_\_

Bank Information

Name of Bank: \_\_\_\_\_ Bank Address: \_\_\_\_\_ Postcode: \_\_\_\_\_
Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Account and Contact Details

Address for Accounts (if different from above): \_\_\_\_\_
Postcode: \_\_\_\_\_
Name: \_\_\_\_\_ Position: \_\_\_\_\_ Tel No\*: \_\_\_\_\_
Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_
Expected Monthly Spend (£): \_\_\_\_\_ Requested Credit Limit (£): \_\_\_\_\_

Legal Requirements - Must be signed by a Director or Company Secretary

I/We acknowledge receipt of the HSS Hire Service Group Limited Terms and Conditions of Hire and Sale, as attached to this application, have read them and agree to abide by them as a condition of being granted credit. In particular I/we agree to your terms of payment, i.e. net cash on or before the end of the month following the month of invoice and understand that failure to comply with this clause will result in the following action: suspension of account and legal action without prior notice. I/We agree to notify any invoice queries within fourteen days of invoice date and understand that no extension to credit terms will be granted for unresolved invoice queries notified after this period. I/We authorise HSS to carry out a credit agency search in support of my/our application.

I the director agree to guarantee performance of all the company's financial obligations to HSS Hire Service Group Limited and its subsidiaries.
\*Applicant's Signature: \_\_\_\_\_ \*Position: \_\_\_\_\_
\*Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

HSS LiveHire

You will automatically be given access to HSS LiveHire, our online hire management tool. HSS LiveHire is FREE to use, gives you access to real-time availability and a range of reports, plus allows you to hire and offhire at the click of a button. See hsslivehire.com for more information. If you do not wish to be registered to HSS LiveHire, please call 0845 604 3312

Purchase Order Requirements

Do your tool and equipment hires require a purchase order number? (please tick)\*: Yes [ ] No [ ]
If 'Yes' to the above, then please fill in the below:
Do your purchase orders follow a format? If so what is it? \_\_\_\_\_
Do your purchase orders have a prefix? If so what is it? \_\_\_\_\_
Should HSS always request a hard copy of the purchase order, or is verbal ordering ok? (please tick): Hard Copy [ ] Verbal [ ]

Data Protection: The information you provide will be held in accordance with the Data Protection Act 1998 and will be used by HSS and its trading divisions. The Data Protection Controller for the purposes of the Act is HSS Hire Service Group Limited. We may want to contact you from time to time about other products or services available from us and we may release your contact details to other carefully selected companies whose products or services we believe will be of interest to you. If you do not want to receive such offers please write to us at: FREEPOST HSS (CN1630), 25 Willow Lane, Mitcham, Surrey CR4 4TS. For full terms and conditions please visit www.hss.com/terms

\*Mandatory fields



## IMPORTANT INFORMATION

The following information forms the basis of our contract with you and should be read in conjunction with our Conditions of Hire and Sale.

### Payment Terms

Our standard credit account payment terms are net monthly with payment due by the end of the month following the date of invoice. We request that these terms are complied with and advise that should any portion of your account fall overdue for payment then the entire account will become due on demand.

Payments should be sent to our head office at:

**25 Willow Lane, Mitcham, Surrey CR4 4TS**

### Invoice Queries

You should notify us of any queries concerning invoices in writing within 14 days of the invoice date. We will not grant an extension to credit account payment terms for unresolved invoice queries that have been notified after 14 days have elapsed from the invoice date.

### Credit Limits

Where we have granted a credit account to you, we will set a reasonable credit limit. We reserve the right to terminate or suspend a contract if allowing it to continue would result in you exceeding your credit limit or you have already exceeded your credit limit.

## CONFIDENTIAL

Please complete all sections in **BLOCK CAPITALS** when applying for Credit Facilities with HSS Hire Service Group Limited.

Please attach a sample of your letterhead and return the completed form to:

**Credit Sanction Department  
HSS Hire Service Group Limited  
25 Willow Lane, Mitcham  
Surrey CR4 4TS**

**Tel: 020 8260 3122  
Fax: 020 8687 5003**

or

hand in at your local branch.



# Application for Credit Facilities

**Keeping Businesses Working**