

Credit Control

New Customer Account Form /
Existing Customer Update Form



YORKSHIRE
POWER
HOUSE



Notes

It is with thanks to Anita Pickersgill from ICM Debt Recovery (our sponsorship partner for debt collection advice and support) for providing this template form. Please remember that, for obvious reasons, Yorkshire Powerhouse and ICM Debt Recovery cannot provide you with a guarantee of success with this document but at least we've given you a starting point.

If you are still struggling with credit control or debt collection issues, why not contact Anita and the team at ICM Debt Recovery on 0113 457 5199 or click on <https://icmuk.net/>

Template below:

New Customer Account Form / Existing Customer Update Form

Accounts Contact Details

Full Business Trading Name:

Registered Number if Limited

If you are a Sole Trader, please give the Full Name and Date of Birth of the Business Owner.

Name:

D.O.B: / /

If you are a Partnership, please give the full names of all partners and their Dates of Birth

Partner 1:

D.O.B: / /

Partner 2:

D.O.B: / /

Partner 3:

D.O.B: / /

Please continue on a separate sheet if more partners.

If you are not a Limited Company and are applying for a credit account, please provide both home and business addresses on a separate sheet ... we reserve the right to carry out a credit search on you and by signing this form you agree to this and to us holding the details provided and the search on record. The information will be held secure and not referred to any other party, the exception being in the event of non-payment or litigious dispute.

Registered Number if Limited:

VAT Number:

UTR Number if applicable:

Trading Address:

.....

Registered Office:

.....

New Customer Account Form / Existing Customer Update Form

Accounts Contact Details

Primary contact name:

Email address:

Direct dial / mobile number:

Head Office Number:

Business Bank Details

Bank Name:

Sort Code:

Account Number:

Account Name:

Credit Control Details

How do you make
payment to suppliers?

Date of payment runs:

Purchase ledger cut
off dates if applicable?

How do you wish
to receive invoices?

Invoicing Address:
(if different to above)