



1. Please print off both the Account Form and the Terms and Conditions sheet.
2. Fill in all relevant sections of the forms.***
3. Sign the Terms and Conditions form.
4. Email the signed Account Form and Terms and Conditions form to:
accounts@longmancheese.co.uk
5. Put the hard copy in the post to Longmans:

FAO: Kim Langer
Longmans Cheese Sales
North Leaze Farm
North Cadbury,
Yeovil,
Somerset,
BA22 7BD

*** Please ensure the accounts contact and contact details are filled out in full as this will be critical to opening your account.



Longman Cheese Sales Ltd
 The Offices,
 North Lease Farm,
 North Cadbury, Yeovil,
 Somerset
 BA22 7BD
 ACCOUNTS TEL: 01963 440401
 EMAIL: accounts@longmancheese.co.uk

Account and Credit Application

Please complete all sections pertinent to your Company and return to the address above.
 Should this form be completed Longman Cheese Sales Ltd satisfaction, they reserve the right to refuse credit.

Company Details			
Company Name			
Company No:		VAT No.	
Company Address			
	Post Code		
	Telephone No.		Fax No.

Individual		Sole Trader	
Limited		Partnership	

Contact (Accounts)	Name	e-mail	
		Mobile	
Contact (Buying)	Name	e-mail	
		Mobile	
Website			

Delivery Address (if different from above)			
	Post Code		
	Telephone No.		Fax No.

If less than 2 years, please supply previous address			
	Post Code		

If Not a Limited Company			
Is the business trading from a home address (please tick the appropriate box)	Yes		No
Are the premises owned by the Proprietor (please tick the appropriate box)	Yes		No

Proprietor Full Name		DOB	
Proprietor(s) Home Address			
	Post Code		
Please tick the box if you want to receive statements, letters and newsletters by e-mail			

Credit Account Payments					
Credit Requested <small>(Terms strictly weekly following in accordance with our "Terms & Conditions")</small>	£				
Please tick your preferred payment method	BACS		Cheque		Cash
Please supply Credit References					
Credit Reference 1	Company Name				
	Address				
	Post Code				

Signed		Date	
Name			
Position in Company			

Should Longman Cheese Sales Ltd give credit for the above company the agreement is as follows;
 The signature herein warrants that they are the owner of the business or authorised by the owner to contract on their behalf. Where the person signing this agreement does so on behalf of a limited company they warrant that they are a director of the company and/or they are authorised to sign this agreement and the company will honour the term hereof and if the company defaults in paying money due to Longman Cheese Sales Ltd or shall cease trading or shall go into liquidation or make any agreement with creditors then the person signing this agreement shall in consideration for Longman Cheese Sales Ltd personally make good such default out of his/her own personal funds all such money as shall be due as payable to Longman Cheese Sales Ltd by the above company. The signee also confirms that they have read, understood and consents to Longman Cheese Sales Ltd's Terms and Conditions.

Official Use Only			
Sales Manager:		Credit Search:	
Round:		Account Code:	
Authorised:		Date Account Opened:	
Marketing Email Set Up:		Credit Limit Agreed:	

Additional Information Sheet

Delivery Address:

Contact for Delivery:

Contact number if driver needs to ring in advance:

Emergency telephone number if there are problems:

What time can we deliver from?

What is the latest time we can deliver?

Can we deliver to a next-door neighbour if so who and where?

Yes	No
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If so directions to the alternative address:

Code to entrance:

Is a key needed?

Yes	No
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Has a key been issued and signed for?

Yes	No
-----	----

If YES... Who?

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Do we need to get a signed POD?

Yes	No
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Can the goods be left outside?

Yes	No
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If YES. Where do we leave the goods?

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For Internal Use Only

Delivery days will be:

Mon	Tues	Wed	Thurs	Fri	Sat
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LONGMAN CHEESE SALES LIMITED

Terms of Business incorporating Conditions of Sale

All goods must be signed for upon receipt. If you allow deliveries to be left unsigned for, you are responsible for any loss or damage.

All claims must be notified within 24 hours.

All goods are offered subject to availability. We reserve the right to alter pack sizes, adjust prices and product specification without notification.

By receiving a copy of these terms of trade you agree to be bound by them.

Accounts are on a weekly basis i.e. payment due on Monday for the previous week's invoices.

Under the terms of Late Payment of Commercial Debts (interest) Act 1998 we reserve the right to charge 8% over the Bank of England base interest rate until all balances have been settled.

We also reserve the right to refuse to deliver any order where the account is overdue.

Any cheques returned by your bank because of lack of funds will incur a charge of £66.00 on each occasion that a cheque is returned to us unpaid. A letter will be sent advising the customer of any charges which will be payable on demand and not added to the debt.

Longman Cheese Sales Ltd retains legal title of all goods until the debit balance has been paid. Longman Cheese Sales Ltd reserves the right to either enter your premises and recover goods to the value of the balance or appoint a third party expert to recover such property; their fees currently stand at 20% of amount owed. The cost of recovery in both cases will be the responsibility of the account holder and may be substantial.

Procedure for returning goods

For any goods that need to be returned to Longman Cheese Sales Ltd you will now be required to contact the Sales Team on 01963 441146, alternatively, please email sales@longmancheese.co.uk. When contacting us please have the following information available:

1. Invoice number and date of delivery.
2. Full details of the product including weights and amounts.
3. Use by or best before date.
4. Reason for returning product.

We will then arrange for collection.

A credit note will only be issued upon return of the goods and our traceability procedure has been carried out.

Owner/Manager Signature.....

Print Name
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