

Account application form

Tate Enterprises Ltd call
 Millbank +44 (0) 20 7887 8869
 London fax
 SWIP 4RG +44 (0) 20 7887 8878

visit
 www.tate.org.uk/publishing
 e-mail
 orders@tate.org.uk



PLEASE COMPLETE IN BLOCK CAPITALS

Company Name
 Address

 Town Postcode.....
 Tel. Fax.
 Email address.....
 Key Contact(s)

Delivery Address
 (export customers please complete shippers details)
 Address

 Town Postcode.....
 Tel. Fax.
 Email address.....
 Key Contact(s)

Company Registration No.
 VAT No.
 Length of time trading

Banking Details
 Name
 Branch.....
 Sort Code.....
 Account No.
 Do you wish to send orders electronically?
 Yes No
 If yes, please supply your SAN No. below

 Are Dues to be recorded?
 Yes No
 If yes, how long for? months

Please give details below of 2 Trade Referees* below;

Company Name.....
 Address.....

 Tel.....Fax.....
 email.....

Company Name.....
 Address.....

 Tel.....Fax.....
 email.....

***Please note that we are currently unable to obtain trade references from the following companies/organisations; Macmillan, LBS, Woodmansterne, GBS/TBS, Bookpoint, BOC or Central Books**

Terms & Conditions of Trade

All invoices are to be paid by the customer in accordance with Tate Enterprises' stipulated payment terms. Tate Enterprises will notify the customer of stipulated credit period, in writing, when opening the customer's sales ledger account and reserves the right to suspend delivery of further orders if payment terms are not strictly adhered to.

Delivery of Goods within the UK and Eire is free of charge by our nominated carrier. For low weighted deliveries, Tate Enterprises reserves the right to send goods through a normal postal service and as such will be unable to provide a proof of delivery. Any claims for non-receipt of items shipped by post will be at the discretion of Tate Enterprises.

Delivery of goods outside the United Kingdom and Eire is at the customer's expense and liability, unless otherwise agreed in writing with Tate Enterprises.

Any claims for shortage or damage MUST be submitted within ten working days of receipt to Tate Enterprises' Customer Services Team.

Risk in relation to any goods shall pass to the Customer on delivery of the goods to the Customer.

We acknowledge and understand the above terms and conditions and confirm that the information that we have supplied on this form is true and correct.

I have authority to sign on behalf of the company.

Signed..... Position.....
 Print Name..... Date.....

For Office Use Only
 Sales Rep Credit limit Payment terms Authorised by

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TATE ENTERPRISES RETURNS POLICY

- 1 All returns must be authorised by Tate Enterprises Customer Services prior to return. You will be issued with a letter of authorisation and a list of books with their corresponding invoice numbers. These must accompany all returned books.
- 2 Overstock returns will only be authorised three months after publication or purchase date and within 12 months of publication or purchase date.
- 3 All books returned to us must be packed securely. Any damage that occurs in transit is the responsibility of the customer.
- 4 If authorised returns arrive damaged, they will not be credited. Instead, you will be notified if you prefer to have them returned to you at your own expense or disposed of by Tate Enterprises.
- 5 If no reply is received within 2 weeks of letter of notification the customer will forfeit any rights to the books concerned and Tate Enterprises will reserve the right to destroy the books.
- 6 We can only credit books returned to us in a mint, re-saleable condition.
- 7 Pencilled-in prices and stickers must be removed.
- 8 Please note that any incorrect shipment, shortages or damaged goods received must be reported to Customer Services within 10 working days of receipt.
- 9 All Tate Products including dated printed items such as diaries and calendars are firm sale only and may not be returned.
- 10 All export orders are firm sale

I have read and accepted the Tate Enterprises returns policy

Signature:.....
Print Name:.....
Organisation:.....
Date:.....

Customer Services Contact details:

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United Kingdom
Tel: +44 (0)20 7887 8869
Fax: +44 (0)20 7887 8878
Email: orders@tate.org.uk

Authorised returns should be sent to:

Tate Enterprises Ltd
Unit 8 Apol Silva Industrial Park
Freshwater Road
Dagenham
Essex
RM8 1RX