

Account application form

Tate Enterprises Ltd call +44 (0) 20 7887 8869
Millbank London SW1P 4RG fax +44 (0) 20 7887 8878

visit www.tate.org.uk/publishing



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)

Please give details below of 2 Trade Referees below;

Company Name
Address
Tel. Fax
email

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

Company Name
Address
Tel. Fax
email

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. We also confirm that we have read and agreed to Tate Publishings' Returns Policy. (as attached) 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

TATE PUBLISHING 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 Publishing.
- 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 Publishing 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.

I have read and accepted the Tate Publishing returns policy

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

Customer Services Contact details:

Tate Publishing  
Millbank  
London  
SW1P 4RG  
United Kingdom

Tel: +44 (0)20 7887 8869  
Fax: +44 (0)20 7887 8878  
Email: [orders@tate.org.uk](mailto:orders@tate.org.uk)

Authorised returns should be sent to:

Tate Publishing Stores  
Attn Returns Dept.  
Unit 9-10 Bush Industrial Estate  
Station Road  
London  
N19 5UW UK