

ACCOUNT APPLICATION FORM

Please note all of the following are required to open an account with Creative Distribution Ltd. Please ensure you attach the required documents with your application otherwise it may not be processed.

YOU SHOULD INCLUDE:

- Completed Account Application Form
- VAT Certificate ** NOT REQUIRED FOR COMPANIES OUTSIDE THE EU **
- Certificate of Incorporation ** NOT REQUIRED FOR COMPANIES OUTSIDE THE EU **
- Request to open an account / Letter of Introduction on Company Letterhead
(SIGNED BY A DIRECTOR)

All pages must be FULLY completed in BLOCK CAPITALS and returned for applications to be processed. The administration department may take up to 10 working days after the application has been submitted to open new accounts, those requesting credit limits may take longer.

All applications are subject to further verification with the VAT office.

**** PLEASE NOTE ****

ALL Applications **MUST** be printed and completed by hand, then either scanned and emailed/faxed or sent by post. Any applications forms which have been modified or completed digitally will be rejected.

COMPANY INFORMATION

COMPANY / TRADING NAME:

COMPANY WEBSITE:

COMPANY REG. No:

VAT REG. No:

OWNERS NAME:

MANAGING DIRECTOR:

COMPANY TYPE: (PARTNERSHIP / SOLETRADER / LIMITED):

NATURE OF BUSINESS: (DISTRIBUTOR / RETAILER / ONLINE RETAILER / OTHER):

NUMBER OF EMPLOYEES:

COMPANY START YEAR:

ANNUAL TURNOVER:

CREDIT LIMIT REQUESTED (GBP): £



BUYERS CONTACT DETAILS

NAME:

POSITION:

EMAIL ADDRESS:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

ACCOUNTS CONTACT DETAILS

NAME:

POSITION:

EMAIL ADDRESS:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

BANK DETAILS

BANK NAME:

BANK ADDRESS:

ACCOUNT NUMBER:

SORT CODE:

IBAN:

SWIFT:

INVOICE ADDRESS

ADDRESS LINE 1:

ADDRESS LINE 2:

TOWN / CITY:

POSTCODE / ZIP CODE:

COUNTRY:

DELIVERY ADDRESS

ADDRESS LINE 1:

ADDRESS LINE 2:

TOWN / CITY:

POSTCODE / ZIP CODE:

COUNTRY:

CREATIVE EMPLOYEE / SALES CONTACT:

(NAME OF PERSON YOU HAVE ALREADY SPOKEN WITH AT CREATIVE IF APPLICABLE)

IF YOU HAVE DOWNLOADED THIS APPLICATION FORM FROM OUR WEBSITE AND HAVE NOT ALREADY SPOKEN WITH A MEMBER OF THE SALES STAFF, PLEASE ENTER "ONLINE APPLICATION" AND YOU WILL BE ALLOCATED A SALES CONTACT WHEN THE APPLICATION IS PROCESSED.

**** PLEASE NOTE ****

INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED

TERMS AND CONDITIONS OF TRADE

- 1) All invoices are due for settlement in full within 30 days of the invoice date, unless otherwise specified on the invoice.
- 2) Creative Distribution Ltd reserves the right to request payment in advance at its own discretion or payment by return.
- 3) Creative Distribution reserves the right to charge interest on a daily basis and without deduction of tax at a rate of 2% per calendar month on any amount outstanding beyond its due date. The Company further reserves the right to suspend delivery to a customer where any invoice has not been paid by its due date.
- 4) Creative Distribution Ltd reserves the right to include reasonable legal and collection fees in addition to any balance owed, should it be necessary to take action to collect any debt due.
- 5) Notwithstanding delivery and the passing of risk in the goods, title and property in the goods, including full legal and beneficial ownership, shall not pass to the customer until Creative Distribution has received in cash or cleared funds payment in full for all goods delivered to the buyer under this and all other contracts between the buyer and Creative Distribution for which payment of the full price of the goods there under has not been paid.
- 6) All delivery of goods as specified in the Company's Sales Order, Delivery Notes and or Invoice will be deemed to have been received and accepted by the purchaser unless notification of non-delivery or fault is received by the company within 2 working days of the invoice date.
- 7) No liability is accepted for loss arising from any delay in despatch or delivery however caused.
- 8) Creative Distribution Ltd shall not be liable for any loss, injury or damage whatsoever direct or indirect, arising out of any defect in the goods sold, unless such loss, injury or damage is caused by the negligence, act or omission or wilful default of the Company.
- 9) Costs incurred by Creative in the process of completing export documentation will be liable by the customer.
- 10) A returns authorisation MUST be obtained before goods can be sent back. Any goods received without valid returns authorisation will not be credited or replaced.
- 11) Any addition to, or variation from these conditions shall not be deemed to be a waiver of its rights and remedies of any subsequent default by the customer in the performance or compliance with any of the terms or conditions.
- 12) The invalidity of any individual provisions of these conditions shall not affect the validity of the remaining provisions.
- 13) The Terms and Conditions of Trade shall in all respects be governed and construed in accordance with English Law. English and Wales courts have jurisdiction over the Terms and Conditions of Trade.

WARRANTY

The following outlines our Returns policies:

ACCESSORIES (NON MOVING PARTS): 90 DAYS. I.E. Memory Cards, Blu-Ray Remotes, Console Stands, Power Adaptors etc.

ACCESSORIES (MOVING PARTS): 45 DAYS. I.E. Dual Shock Controllers, Wii Remotes / Nunchuks, Steering wheels etc.

CABLES AND LEADS: 90 DAYS.

HEADPHONES / HEADSETS: 45 DAYS.

HARDWARE (UK/PAL): 1 YEAR MANUFACTURERS WARRANTY. Return to manufacturer. Console purchases are covered with 1 years warranty at the date of purchase, any subsequent fault with the unit should be reported directly to the manufacture by the end consumer of goods. We encourage our clients to prompt their customers to seek assistance from the manufacture directly. Creative Distribution Ltd. can not directly accept returns on goods of this nature.

SOFTWARE: 45 DAYS. Warranty of PC Software will be invalidated in cases of suspected code abuse, please be vigilant when accepting PC SOFTWARE returns from your clients.

3RD PARTY TOYS: 30 DAYS.

SOCCERSTARZ: 60 DAYS.

RETURNS: Should you need to return any items please ask your sales contact for a Returns Authorisation Form. To submit a return request, please then complete the Returns Authorisation Form in full (SKU/Description/Unit Price/Quantity/Invoice Number/Reason for Return) and email it to returns@creativedistribution.co.uk for review. A member of the Returns team will then asses the claim and issue all accepted items with an RA#.

Only pre authorised returns are accepted by Creative Distribution Ltd. Any returns sent without correct authorisation will not be accepted and may be returned to sender.

Unless the returned item is no longer available, a replacement will be sent rather than a refund providing the reason for the return is valid.

All credit notes will be produced within 28 days of receipt of goods (If authorised prior to their return)

Should you receive stock from Creative Distribution Ltd. that has been damaged in transit this must be reported to your sales contact within 24 hours of delivery. Creative will then endeavour to solve the situation for you as swiftly as possible.

In cases where damage is visible on arrival you must sign for the goods as DAMAGED with the delivering courier/agent. Any claims where visible damage have not been signed for as DAMAGED at the point of delivery may be refused.

I/We hereby apply to open a trading account with Creative Distribution Ltd and declare that the information given on this form is complete, accurate and true. If any changes arise I/We will contact Creative Distribution Ltd to inform them. By signing this authority, I am authorising you to make an enquiry to any banker, trader contact or professional referee in respect of the above information. I have read and understood the Creative Distribution Ltd Terms and Conditions and I/We accept the Terms and Conditions agree to comply therewith.

Signature:

Print Name:

Position:

Date:

Please return this application form either directly to the person you have been in contact with at Creative, or Scan and Email to info@creativedistribution.co.uk or Fax to +44 (0)208 664 8848 or Post to the address above.