

# Template Returns Form

Received from: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quantity: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Reference: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Checked and Counted (Signature):

Authorised (Signature):

\_\_\_\_\_

## Please note

We cannot accept - glass templates, templates with sharp objects attached. Templates over 2.5m<sup>2</sup> area and damaged templates.

## Bank Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Account No.: \_\_\_\_\_ Sort Code: \_\_\_\_\_

NB: under current banking guidelines, a signed authority is required for a reference to be given

## Trading References

Ref 1: \_\_\_\_\_ Ref 2: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Credit Limit

Amount of Credit Requested (£): \_\_\_\_\_ per month.

## Declaration

I confirm that I have received the company's general conditions of sale, and hereby agree to abide by the terms and conditions of sale, and hereby agree to abide by the terms and conditions contained therein.

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

Position: \_\_\_\_\_ VAT Reg. No: \_\_\_\_\_

## For Office Use Only:

Area Sales Manager: \_\_\_\_\_

Bank Reference: Sent: \_\_\_\_\_ Received: \_\_\_\_\_

Trade Ref 1: Sent: \_\_\_\_\_ Received: \_\_\_\_\_

Trade Ref 2: Sent: \_\_\_\_\_ Received: \_\_\_\_\_

Status Report: Sent: \_\_\_\_\_ Received: \_\_\_\_\_

Statutory Discounts: Sent: \_\_\_\_\_ Received: \_\_\_\_\_

Discount Level: % off list \_\_\_\_\_ Profile: \_\_\_\_\_

\_\_\_\_\_ Ancillaries: \_\_\_\_\_

\_\_\_\_\_ Reinforcements: \_\_\_\_\_

Credit Limit Proposed (£): \_\_\_\_\_

Signed: \_\_\_\_\_ Credit Manager. Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Director. Date: \_\_\_\_\_

Name: \_\_\_\_\_ Account No: \_\_\_\_\_

# Banker's Request Form

Private & Confidential

For internal use only

## Company Details

Enquiry to the Manager: \_\_\_\_\_ Bank PLC

Branch Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sort Code No.: \_\_\_\_\_

## Enquiry form:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax.: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

## Information requested on: (Prospective Customer)

I/We request your opinion as to the means and standing of

\_\_\_\_\_

\_\_\_\_\_

and his/her/their trustworthiness in the way of business to the extent of

£

I/We enclose my/our fee of

£

on \_\_\_\_\_ terms.

Account number (for identification purposes only)

## Consent:

Subject's full name: \_\_\_\_\_

Subject's bank: \_\_\_\_\_

Full name and address of enquirer: \_\_\_\_\_

I/we: \_\_\_\_\_

consent to: \_\_\_\_\_ Bank PLC providing a reference on me/us to \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_