

# Account Application

## OPENING AN ACCOUNT

In order to set up an account, please complete the following relevant sections of the Account Application Form and return it to us.

Once the account has been established we will contact you and introduce you to the travel consultants who will be responsible for looking after your travel needs.

A meeting will be arranged to discuss your Travel Policy and how to best meet your expectations and requirements. At this stage we will also ask your regular travellers to complete a Client Profile Form. This will enable us to automatically action any specific requests, preferences, airline frequent flyer details etc.

## ACCOUNT APPLICATION FORM

### Part A

Company Name .....

Registered Company Name.....  
(if different from above)

Company Reg. No. ....

Length of trading   years   months

Financial year end .....

Company trading address .....

.....

.....

.....

..... Post Code .....

Persons authorised to make bookings  
(please attach further sheet if required)

.....

.....

.....

.....

#### Payment Options please tick

- We wish to settle all invoices by company credit card
  - Visa  Mastercard  American Express  Diners
  - Other – please specify .....

Card number.....

Issue number for Switch Card

Name  
(as it appears on card).....

Card valid from date Month   Year

Card expiry date Month   Year

#### Please send a copy of your credit card showing both sides.

- We would be interested to receive details on Lodged Card Schemes (American Express and Diners). Please send details.
- We wish to apply for Credit Account facilities and settle our account monthly. **(Please complete Part B of this form).**

### Invoicing

Invoicing/statement address (if different from trading address)

.....

.....

.....

..... Post Code .....

.....

Principal contact name.....

Position .....

Tel.....

Fax.....

Email .....

Accounts contact name .....

Position .....

Tel.....

Fax.....

Email .....

### Optional invoicing requirements

- Purchase Order numbers
- Cost Centre (ID and description) .....
- Other – please specify .....

We will be pleased to discuss with you, your precise invoicing and management information requirements.

### Please sign terms and conditions of trade over page.

**Part B** Please complete this section if applying for Credit Account facilities.

**Bank Details**

Contact Name .....

Bank Name .....

Address .....

.....

.....Post Code .....

Tel .....

Account Name .....

Account No.

Branch sort code   -   -

Please enclose with this application a copy of the latest available audited accounts of your company (and its holding company, if applicable).

**Credit Limit**

Credit limit requested: £.....  
(This should cover at least 6 weeks travel costs)

- I/We wish to apply for credit account facilities for the company named in this application.
- I/We agree to be bound by the terms and conditions specified below and appreciate that adherence to these terms and conditions is the essence of the contract between us.
- I/We warrant that the information given is correct and authorise Strand Business Travel Management to contact our bankers and supplier as specified to obtain the necessary references. I/We understand that Strand Business Travel Management has the right to decline this application without giving any reason or entering into any correspondence in that respect.
- I/We acknowledge our responsibility to notify in writing to Strand Business Travel Management any changes to the aforementioned details.

**Trade Reference**

Please supply details of a principal supplier which is not a group or related company.

Company .....

Address .....

.....

.....Post Code .....

Tel .....Fax .....

Email .....

Contact Name .....

Signature\* .....

Name.....

Position .....

Date .....

\*Signature must be in accordance with Bank Mandate instructions to enable a Status Enquiry to be made with your Bank.

Signature\* .....

Name.....

Position .....

Date .....

\*Signature must be in accordance with Bank Mandate instructions to enable a Status Enquiry to be made with your Bank.

**TERMS AND CONDITIONS OF TRADE**

That the amount of credit outstanding at any time will not exceed the agreed limit.

**That the monthly accounts rendered during each calendar month are settled no later than the 10th day of the following month.**

Any queries on the monthly statement must be made directly to our accounts department within 7 days of receipt.

That all services ordered by telephone or in writing by the authorised persons noted in the application (or subsequently amended and notified to Strand Business Travel Management in writing) will be the responsibility of the account holder.

A credit note for a refundable document will only be issued if (a) The document has been returned to Strand Business Travel Management and (b) Strand Business Travel Management has received a refund for the document from its supplier.

Strand Business Travel Management reserves the right, at its option, to charge interest on overdue balances at a rate of 2% over the rate of LIBOR.

Strand Business Travel Management reserves the right to suspend or withdraw credit facilities at any time.

Signature .....
Name .....
Position .....
Date .....



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