



PURCHASING CARD ACCOUNT APPLICATION

Thank you for requesting a card purchase account. You should already have a credit account with ESPO.

Please note that a form must be completed for each procurement card that you wish to use with ESPO.

Please enter your ESPO account number - this is shown on your ESPO sales invoices and statement.

_____ / _____

Please note: ESPO cannot generate invoices or send receipts to customers who use a purchase card to pay for their goods. Payments to ESPO will be shown on your bank statement.

New card account details:

Organisation name: _____

Organisation VAT no*: _____

*Please note: We cannot process this application without your VAT number

Cost centre code (if required): _____

Delivery address line 1: _____

Delivery address line 2: _____

Town / city: _____

County: _____ Postcode: _____

Contact name: _____

Telephone: _____ Fax: _____

Email address: _____

Authorisation details:

Please write below the details of any person(s) authorised to use this purchasing card account.

Special instructions:

Please write below any other special instructions that may help us to process your orders.

Data Protection Act:



By submitting the above information you are authorising ESPO to perform the following activities: recording and processing of orders and payments; credit checking or rating; management of customer debts; credit control; control and monitoring of after sales service or maintenance; emergency contact details for supply of energy; dealing with customer complaints or enquiries; analysis for management purposes. The information may be disclosed to appropriate bodies/ organisations in order for us to provide you with the goods and services you require. The information you provide will be processed in accordance with the Data Protection Act 1998.

The information may be used for marketing purposes and passed on to approved suppliers for distribution of promotional material of products and services which may be of interest to you.

If you do not wish to receive such information please tick this box

I/We confirm that upon our organisation being approved as an ESPO purchasing card customer, ESPO is hereby appointed as our purchasing agent and in consideration of ESPO acting in such capacity I/we hereby authorise ESPO to make such arrangements with its suppliers in relation to rebates on supplies (and to make such enquiries in relation thereto) as it considers necessary and/or appropriate in order to recover its operating costs.

I/we acknowledge that all ESPO prices are quoted exclusive of Value Added Tax which will be charged at the prevailing rate.

Please sign, date and indicate your position within the organisation.

Signed: _____ Date: _____ / _____ / _____

Position / job title: _____

On behalf of: _____

N.B. Under the terms of the Goods and Services legislation, individuals cannot purchase goods or services for their own personal use.

Thank you for providing this information; we will process the details and advise you separately of your purchasing card account number.

Mrs Gurjit Kenyon
Accounts Receivable Manager, ESPO