

Customer Account Application Form



Please complete the application form in Adobe Acrobat not in a webpage to apply for a customer account with Arco. Please return your completed form to: newaccounts@arco.co.uk

You have the option to apply for a credit account, which will entitle you to purchase goods and services with us on credit. If you are approved for a credit account, we will notify you of your approved credit terms.

To consider whether to provide credit terms, we will use the information you provide in this form and third-party credit checks to help us reach our decision.

* All fields are mandatory unless otherwise indicated.

Primary Contact (if you are a sole trader, this must be your full details)

This must include the details of the person completing the application and who will be the main contact for managing the account. The following information may be used to conduct a credit check if you are applying for credit terms as a sole trader or partnership.

*Fields with a * next to them are mandatory fields. Not filling these out will result in the form being sent back for you to fill in the missing information.*

Title	
*First Name	
*Surname	
Job Title	
*Email	
*Tel	
Mobile	

Business Details

The following information may be used to conduct a credit check if you are applying for credit terms. Please note, we are currently unable to consider credit applications for sole traders until six months after cash account opening.

*Fields with a * next to them are mandatory fields. Not filling these out will result in the form being sent back for you to fill in the missing information.*

Type of Account Requested [tick appropriate]:	Cash (Payment on order)	Credit	
Type of Business [tick appropriate]:	Limited Company	Partnership	Sole Trader
*Company or Business Name: (For sole traders, this must be the full name of the sole trader)			
*Company Reg No. (if applicable)			
Trading Name (if applicable):			
Nature of Business:			
No. of Employees (UK)			
*Business Address (This must be your registered address if you are a company)			
Postcode			

Anticipated Annual Spend

£

Invoicing Details

This information is used to set up your invoice and statement arrangements and help us manage your account.

*Fields with a * next to them are mandatory fields. Not filling these out will result in the form being sent back for you to fill in the missing information.*

Invoice Address

The Business Address listed above is the invoice address

OR

This is the invoicing address

Invoice Address

Address

Postcode

Invoice Contact

The Primary Contact listed above is the invoice contact

OR

This is the main invoicing contact

Invoice Contact

First Name:

Surname:

Job Title:

Email:

Tel:

Mob:

You will receive your invoice and statement (including purchase card receipts) by email, please provide a single email address.

*Email address for invoices:

You can have your statements sent to a different email address than your invoices. If you would like your statements sent to a different address, please provide a single email address otherwise they will be sent to your invoice email address

Email address for statements:

Primary Trading Address and Purchasing Contact

This information identifies your primary trading/ordering location and purchasing contact.

Primary Trading Address

The business address listed above is also the primary trading address

OR

The invoice address listed above is also the primary trading address

OR

This is the primary trading address

Address

Postcode

Purchasing Contact

The primary contact listed above is also the main purchasing contact

OR

The invoice contact listed above is also the main purchasing contact

OR

This is the main purchasing contact

First Name:

Surname:

Job Title:

Email:

Tel:

Mob:

Delivery Details (Optional)

This information will be used to set up multiple delivery sites on your account. You DO NOT need to include any of the addresses you have already listed above.

Delivery Address 1

Address

Postcode

No. of Employees on Site

Delivery Address 2 (if applicable)

Address

Postcode

No. of Employees on Site

Delivery Address 3 (if applicable)

Address

Postcode

No. of Employees on Site

Delivery Address 4 (if applicable)

Address

Postcode

No. of Employees on Site

Authorisation

*Fields with a * next to them are mandatory fields. Not ticking these 4 boxes will result in the form being sent back for you to fill in the missing information.*

*I confirm that I am the Applicant, or I am authorised to complete and submit this application on behalf of the Applicant

*I understand that the details provided in this form may be used to conduct credit checks in support of any credit decision and that credit checks may be repeated from time to time as part of account review processes

*I understand that personal data will be processed in accordance with Arco's [Privacy Policy](#)

*I am authorised to provide the personal details contained in this form

You may withdraw from this business credit account at any time upon written notice to customer.data@arco.co.uk at which time any credit terms will be withdrawn, and payments must be made in accordance with Arco's [Terms of Sale](#) on a payment on order basis. All credit amounts will become immediately repayable.

We reserve the right to withdraw or amend your credit terms at any time and/or close or restrict your account. Unless there are good reasons for us to do this immediately or on short notice, we will give you reasonable notice of our intentions.

By submitting this application form, you are agreeing that any credit account and any sales by Arco to you, will be subject to Arco's [Terms of Sale](#) and the approved credit terms (in each case, as amended from time to time)

*Print Name:

*Date:

*Position/Title:

Using your data:

The details you have provided will be used in accordance with our [Privacy Policy](#) to manage your account and trading relationship including providing information related to products and services that you purchase. If your application is successful, you will find further information about how we may use your data in your welcome email. Whenever we rely on your consent to use your data (for example, to contact you for marketing purposes) our communications will provide an UNSUBSCRIBE link and our text messages will provide STOP instructions for you to use. You can also contact us at customer.data@arco.co.uk.

Please return your completed form to: newaccounts@arco.co.uk