



ADMAR SUPPORT SERVICES LTD - The INFORMATION Bureau

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MARCH
2005

CREDIT APPLICATION FORM - NON LIMITED COMPANIES

Please complete in CAPITALS - If a fax copy is being submitted, this original form must be forwarded within 7 days

Trading As Name: _____	Abbreviations (if applicable) _____
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Please tick Sole Trader Partnership

Trading Address:

Post Code: _____

Main Tel: _____

Main Fax: _____

Main E-Mail: _____

Please note a credit check may be performed on the proprietor/partners

Sole Trader / Senior Partner's Details:

Name: _____

Home Address: _____

Postcode: _____ Date of Birth: _____

2nd Senior Partner's Details:

Name: _____

Home Address: _____

Postcode: _____ Date of Birth: _____

Contact Details: Name: _____ Title: _____ Job Title: _____

Nature of Business: _____ **Total Amount of Credit Required:** £ _____

Period Established: Up to 6 months 6 - 12 months 1 - 3 years over 3 years

Bank Details: Bank Name: _____ Branch: _____

Address _____

Account No: _____ Sort Code _____

NB. By signing below you authorise ADMAR to contact your bank and verify that these bank details are correct.

Trade References: (name & address)

Please supply below details of two companies that we can approach to obtain credit references. Please note that without two satisfactory trade references the application can not be processed.

1.Contact: _____	2.Contact: _____
Company: _____	Company: _____
Address: _____	Address: _____
_____	_____

ACCEPTANCE OF TERMS

I confirm that I have read and accept the terms and conditions printed overleaf and that I am a duly appointed representative of the company and authorised to accept these conditions.

Signature: _____ Date: _____

Print Name: _____ Job Title: _____

Accepted on behalf of ADMAR on _____ by _____

\\Credit Application Form 1b.cdr

TERMS & CONDITIONS OF SERVICE

1. GENERAL CONDITIONS

1a) The following Conditions shall apply to all orders placed by the client for the supply of goods and services by ADMAR and oral confirmations of such orders by ADMAR. No employee or agent of ADMAR have authority to agree any variation of these conditions. No other Terms and Conditions, oral or printed on the client's order forms or other documents shall be deemed to form any part of any contract between ADMAR and the client for the supply to the client of any goods or services and no variation of these Conditions shall be effective unless accepted in writing by a Director of ADMAR and signed by him/her on behalf of ADMAR.

1b) ADMAR SUPPORT SERVICES LTD will make every effort to ensure the accuracy of all information which is supplied to you the client. However, in no circumstances whatsoever can ADMAR accept liability for any loss, inconvenience or damage of any kind which may arise from you being supplied with incorrect information, be it incorrect information supplied by a third party database, directory, or other source of information, an ADMAR operator error, or sub contractor over whom ADMAR have no control.

1c) The Client must only use information supplied by ADMAR within the confines of any current legislation, and the Client agrees to indemnify ADMAR in respect of any claim that may be made against ADMAR involving misuse of any information given under the service.

1d) Unless stated otherwise, ADMAR will charge the appropriate rate for each search performed, whether the result is negative or positive. ADMAR shall only search on the details supplied, and cannot be held responsible for differences in client data, and that which ADMAR is accessing. ADMAR may at its sole discretion input correct details in order the obtain a positive result. However, It is the responsibility of the Client to ensure that information is full and accurate before our services are requested. With all services the current fee appropriate to the project in question will be charged according to the current price list in circulation at the time that the order is placed.

1e) Orders will be dealt with in strict rotation unless an 'Express Service' is requested by the Client PRIOR to the work being forwarded to us. The Express Service premium is payable on the total search run, exercise or the specific work involved.

1f) On receipt of the fully completed Credit Application Form trade references and appropriate credit checks will be performed. When satisfactory replies have been received the client will be advised that a credit facility is available.

1g) No part of this agreement shall confer nor be intended to confer a benefit on any third party for the purposes of the Contracts (Rights of Third Parties) Act 1999 or any other purpose.

2. CHARGES

A minimum invoice (fee plus VAT) will apply depending on the service requested. Unless otherwise stated an e-mail or carriage fee is applied.

ADMAR's Standard Payment Terms are 14 days from the date of invoice.

ADMAR will charge interest upon overdue payments at a rate of 10% for each calendar month or part month upon the outstanding sum due.

3. SUSPENSION OF SERVICE

ADMAR may from time to time and without notice suspend its

services in either of the following circumstances:

- a) During any mechanical or electrical failure, modification or maintenance of the system, or
b) If the Client fails to pay any charges due, until the outstanding invoice(s) are paid.

4. TERMINATION OF AGREEMENT

Either party may at any time terminate this agreement immediately by advising the other of their decision in writing. Should the Client terminate the agreement ADMAR shall immediately issue a closing invoice for any money due. Should the client terminate the agreement ADMAR shall immediately issue a closing invoice for any monies due up to and including the date of receipt of the written notification by ADMAR.

5. EXCUSABLE EVENTS

ADMAR will not be liable to the Client for any breach of these terms and conditions or failure on ADMAR's part to perform any obligation as a result of technical problems (e.g. mechanical failure) relating to the services, Acts of God, governmental control, restrictions or prohibitions or any other government act or omission whether local or national, act or default of any supplier agent or subcontractor, industrial dispute of any kind or any other similar or dissimilar cause beyond ADMAR's control.

6. ENTIRE AGREEMENT

The terms and conditions within this document constitute the entire agreement between ADMAR and the client, and supersedes all previous correspondence and agreements.

These terms are general trading terms; specific conditions refer to different services, full details of conditions can be found on the front or reverse of relevant order forms, or can be requested at any time.

7. CONFIDENTIALITY

ADMAR Confirm that all data supplied will be processed in accordance with the Data Protection Act.

8. SPECIFIC AREA - Telephone Number Appending

Admar are licensed by British Telecommunications to access the OSIS database, and offer a Directory Enquiry Service. The client should therefore be aware of the following conditions within the licence:-

If telephone number information is to be used to enhance an existing electronic database other than on a temporary basis, permission for permanent storage should be obtained from any customer whose telephone number was not present on the database before the enhancement took place.

Information should not be resold to any third party, unless ADMAR's client advises their client of the licence restrictions. A full copy of the licence restrictions are available on request.

If faxing this agreement or copying onto a separate page please sign below to indicate acceptance of terms.

Signature:

Date: