

**BUILDING  
CENTRE**

Leekes

# CREDIT ACCOUNT APPLICATION FORM



## BULK DISCOUNTS AVAILABLE

- Building materials
- Garden and landscaping
- Decorating and hardware
- Tiles and flooring

Plus at Leekes you'll get:

- FREE delivery\*
- Experienced and knowledgeable staff
- Phone orders taken
- Everyday low prices on building, DIY & landscaping products

\*Terms & Conditions apply

# APPLICATION FORM

## TRADING DETAILS

Trading Name .....

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

Trading Address .....

..... Postcode .....

Is the above property:      Temporary       Owned       Rented

Registered office address (if applicable) .....

..... Registered Company No ..... VAT No. ....

Tel ..... Mobile ..... Fax .....

Email Address .....

Previous Address (if less than 3 years) .....

..... Postcode .....

Account payment contact .....

Tel ..... Position within company .....

**Please supply two proofs of identity (e.g photo drivers licence or passport and recent utility bill) and the latest set of company accounts (sole traders and partnerships only).** Accounts attached Yes  No

## TRADING STYLE

Please tick applicable:      Sole Trader       Partnership       Ltd Company

Description of business: (please select one only)

Plumbing & Heating       General Builder       Maintenance Contractor       Brick Layer

Electrician       Developer       Landscaping/Paving       Decorator

Roofing       Self Build       Residential Home       Civil Engineering

Carpenter/Joiner       Other (please specify) .....

Date company/partnership formed .....

Do you require official order numbers?      Yes       No

Do you require invoices on a weekly basis?      Yes       No

Would you like to receive emails of promotional offers and company news?      Yes       No

How would you like to receive your statements, invoices and credit notes?      Email       Post

## NAMES AND ADDRESS OF DIRECTORS/SOLE TRADERS

Name .....

Date of birth .....

Address .....

.....

..... Postcode .....

Tel .....

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Name .....

Date of birth .....

Address .....

.....

..... Postcode .....

Tel .....

## TWO TRADE REFERENCES

Name .....

Credit limit £ .....

Address .....

.....

..... Postcode .....

Tel .....

---

Name .....

Credit limit £ .....

Address .....

.....

..... Postcode .....

Tel .....

## BANK DETAILS

Bank Name .....

Address .....

Sort Code   -   -

Account Number

## CREDIT GUARANTEE – to be completed by Owner/Director/Company Secretary of the company

Have any of the account applicants been involved in liquidation/bankruptcy/receivership? Yes  No

If yes, please give details .....

Credit limit required £.....

In consideration of your agreeing to supply goods to the applicant company on credit, we the undersigned being **Owner/Director/Company Secretary** of the applicant company jointly and severally guarantee payment of all financial obligations to Leekes Limited and its subsidiaries and successors. This includes financial obligations arising from any increase in the credit limit granted by Leekes Limited and its subsidiaries and successors from time to time following review of the applicant company's account. We the undersigned have had the opportunity of receiving independent legal advice in respect of this Credit Guarantee and understand and remain satisfied with the nature and consequences of this Credit Guarantee. All applications are subject to credit referencing.

Signature ..... Date ..... Signature ..... Date .....

Print Name ..... Date ..... Print Name ..... Date .....

## MARKETING PREFERENCES

I would be happy for Leekes to contact me with information about special offers, news and events through:

Post  Email  SMS

## DECLARATION

I make this application to obtain a Trade Card Credit Account from Leekes Limited and confirm that all information provided is correct. I authorise Leekes Limited to make such enquiries and credit checks with a credit reference agency or similar as deemed appropriate in connection with the application. I understand the credit terms (where applicable) and that payment is due promptly at the end of the month following the date of invoice if granted credit. I acknowledge and accept Leekes Limited terms and conditions of sale.

I agree that any information supplied may be used by Leekes Limited for the management of my/our account. I also understand that under the Data Protection Act I have the right to request copy of the details obtained from other parties if I apply in writing.

Signature ..... Date .....

Print Name ..... Job Title .....

FOR OFFICE USE ONLY

Date Received ..... Total number of cards required .....  
Credit Search Yes  No  Credit Limit .....  
References Received Yes  No  Approved By .....  
Signature ..... Acceptance Letter .....

PLEASE PROVIDE DETAILS OF ADDITIONAL APPLICANTS

**CARD HOLDER 2**

Full name & address .....  
..... Postcode .....  
Tel ..... Email .....

**Declaration**

I agree to abide by the terms and conditions of usage for the Leekes Trade Card

**Signature** .....

**CARD HOLDER 3**

Full name & address .....  
..... Postcode .....  
Tel ..... Email .....

**Declaration**

I agree to abide by the terms and conditions of usage for the Leekes Trade Card

**Signature** .....

**CARD HOLDER 4**

Full name & address .....  
..... Postcode .....  
Tel ..... Email .....

**Declaration**

I agree to abide by the terms and conditions of usage for the Leekes Trade Card

**Signature** .....

**CARD HOLDER 5**

Full name & address .....  
..... Postcode .....  
Tel ..... Email .....

**Declaration**

I agree to abide by the terms and conditions of usage for the Leekes Trade Card

**Signature** .....

# TERMS AND CONDITIONS

The terms and conditions detailed below are in addition to those detailed in the Trade Card Cash and Credit Account terms and conditions. You are deemed to have accepted these terms and conditions by your use of the new credit facility, should your application be accepted.

1. 'We' and related words refer to Leekes Limited; 'You' and related words refers to the Account Holder specified in this agreement; 'Account User' means any person permitted by the Account Holder to use this card.
  2. This Agreement shall take effect upon the date of its signature by you.
  3. You will be given a receipt for any purchases at the time of purchase or with any goods delivered or when services are provided. Please keep these receipts for your records.
  4. You will be sent an invoice for each purchase. Payment must be made by the last day of the month following the month in which the purchase has been made. Any payment to us must be in pounds sterling by the way of direct debit, cheque, BACS, CHAPS or payment at a checkout in store. You may not withhold or set off payment of any amount due to us.
  5. You will be sent monthly statements showing details of all purchases which have been charged to the account.
  6. If you do not repay the outstanding balance on the account in full and on time, interest will accrue on a daily basis at a rate of 4% above Barclays Bank plc base rate. The interest will continue to accrue on the outstanding amount due until the balance is settled in full. If you do not repay the outstanding balance on the account in full and on time, we may also add to the account any costs or charges we incur.
  7. We shall not be liable in any way if you or an Account User are unable to use the card or if we are unable to comply with our obligations under this agreement due to any cause beyond our control.
  8. We may, at our discretion, vary all or any of the terms and conditions of your Agreement including the credit limit by serving seven days written notice to you. Any waiver or indulgence granted by us shall not affect our rights.
  9. We may close the account at any time if you exceed the credit limit or if you break any of these terms and conditions on which you purchased goods or if any of the following happens (or we reasonably believe is likely to happen):
    - a. If you are a company, any step, application, order, proceeding or appointment for a distress, execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise) or bankruptcy is taken or made, or you are unable to pay your debts; or
    - b. If you are an individual, you die or any step, application, order, proceeding, or appointment for execution or arrangement with your creditors, or for bankruptcy is taken or made, or you are unable to pay your debts; or
    - c. If you are a partnership any step, application, order, proceeding or appointment for a distress, execution, composition or arrangement with creditors, winding up, dissolution, administration, receivership (administrative or otherwise) or bankruptcy is taken or made, or you are unable to pay its debts as they fall due.
  10. You may end this agreement at any time by giving us written notice and paying in full any outstanding balances on the account. If you intend, being a company, to alter your constitution or, being a sole trader or partnership, to become incorporated or amalgamated with others, you must give prior written notice to us of the intended change if you wish to continue credit account facilities following the intended change. Continuance of trading after the change shall be at our discretion and only deemed undertaken by us if written acknowledgement is issued by our credit controller or one of our directors. You agree that we may obtain, retain and provide to third parties, references as to your financial standing.
  11. Risk in the Goods shall pass to you when the Goods are delivered.
  12. The property in the Good shall remain with us until you pay all sums due to us, whether in respect of this Contract or otherwise.
  13. Until title passes you shall hold the Goods as our fiduciary agent and bailee. We shall be entitled, at any time, to recover any or all of the Goods in your possession to which We have title and for that purpose, We, our employees or agents may, with such transport as is necessary, enter upon any premises occupied by you, or to which You have access and where the Goods pay be, or are believed to be, situated.
  14. We may transfer our rights and/or obligations under this agreement, but this agreement shall be personal to you and will not permit any person other than the nominated account users to use the card.
  15. We shall be entitled at all times to set off any debt or claim of whatever nature which we may have against any sums due from us to you.
  16. If you require copies of invoices or other supporting documentation, you must make the request to us within ten days of the statement date. If the request is made after this date a charge may be levied.
  14. You must tell us immediately if:
    - a. You become aware the account is being misused, whether fraudulently or in any other way or it has been lost, stolen, misused; or
    - b. The account statement appears to wrongly include an item.
- Until you notify us of these events, so that we may stop the use of any card and perform an investigation, you will be liable for any losses we suffer as a result of any misuse of the account and any cards. Where we have a good reason to do so, we may cancel, suspend or restrict the right to use a card or cards.
17. We may send any notice to you at the address you notify to us in writing, and you must tell us in writing if you change address. Our contact details are Leekes Limited, Mwyndy Business Park, Pontylcun, RCT. CF72 8PN. Any notice given by first class post will be regarded as served two working days after the date of posting.
  18. If we relax any terms, this may be a temporary measure or a special case. We may enforce them again strictly at any time.

19. This agreement shall be governed by the laws of England and Wales.

20. When you make an enquiry about the goods or services Leekes supply or you purchase or order goods or services from Leekes, you will need to provide us with some personal information. Your privacy is extremely important to us so we want you to know exactly how we will use that personal information. Our full privacy notice covers more detailed information about the personal information we use, the purpose for which we use it, our legal basis for doing so and who your personal information may be shared with. This can be viewed on our website [www.leekes.co.uk/privacy-policy](http://www.leekes.co.uk/privacy-policy) or your Sales Consultant can provide a copy. We will use the personal information you have provided to us to tell you about other similar goods and services we offer which may be of interest to you, including details of any promotional offers or competitions. If you do not wish to receive such communications please advise one of our team who will update our records.

## TRADE CARD DISCOUNT SCHEME

1. Every time that a card holder makes a purchase from a Leekes Building Centre, provided the Trade Card has been presented at the checkout immediately prior to the purchase, the value of such purchase (including VAT) shall be recorded against the account. The total value of such purchases is referred to as the 'total spend value'.

2. Where the total spend value exceeds certain limits, taken as an average spend over the previous three calendar months, the account may be entitled to a discount on the cost of future purchases within the following departments, as determined by us, building/DIY/ decorating/tiles/garden centre (excludes garden furniture, garden machinery, power tools, everyday tools, everyday low price lines and special order tiles). All other Leekes departments and web orders are excluded from the Trade Card discount scheme.

3. We reserve the right to withdraw certain products from the discount scheme without any prior notice, regardless of whether they could be construed by a reasonable person as being within one of the aforementioned qualifying departments.

4. The level of discount a Trade Card holder receives is dependent upon the average amount spent at any Leekes store over the previous three calendar months. The table below shows the discount levels available:

Average monthly spend:	£200 - £499	10% discount
	£500 - £1999	15% discount
	£2000+	20% discount

5. Where the total spend over the average of the three previous calendar months falls within a discount threshold, the card holder(s) will be entitled to the applicable level of discount on purchases made in the department detailed in paragraph two, from the start of the next calendar month, and for the whole of that month only.

6. At the end of each month the Home Improvements' Business Manager or the Operations Director may, at his/her discretion, review the card holder(s) total spend value. The review will take into account the previous calendar months spend and if applicable the spend over the last three calendar months. Following the review he/she may alter the discount level, or end the right to receive any discount.

7. Where the discount has been granted, this will be applied for the whole of the following calendar month from the first day of the following month. At the end of that calendar month the account will be re-assessed, and the discount level may be increased or decreased, based on the average spend levels as laid out in paragraph four.

8. Discount entitlement cannot be transferred to another account.

9. The total spend value on an account has no redemption value and cannot be exchanged for cash.

10. If a purchase that was initially included within the card holder(s) total spend value is subsequently cancelled, reversed or refunded, we will deduct the value of such a transaction from the total spend value. This could lead to a card holder(s) discount level being immediately affected without notice being given to the card holder(s).

11. Discounts can only be earned and claimed in accordance with these terms and conditions, any other use will be invalid and in breach of these terms and conditions. We reserve the right to alter thresholds and levels at any time, without notice directly to the card holder(s).