

HEC Business Account Form

Section 1- Customer details

Name:

Surname: _____

First Name: _____

Address:

Post Code _____

Tel:- _____

Section 3- Account details (continued)

Bank details:

Name of Bank _____

Sort Code _____

Account No _____

Invoice address:

Post Code _____

Section 2- Company or business details

Company Name:

Company Registration No: _____

Company Address

Post Code: _____

Tel- _____

Fax- _____

Nature of Business: _____

Job title- _____

Position- _____

Payment method (tick)

Cash	<input type="checkbox"/>	Account purpose	
Cheque	<input type="checkbox"/>	Business	<input type="checkbox"/>
Card	<input type="checkbox"/>	Personal (1)	<input type="checkbox"/>

Card Payment Type (tick) *Personal Account only*

American Express	<input type="checkbox"/>	Visa Credit	<input type="checkbox"/>
MasterCard	<input type="checkbox"/>	Visa Debit/Delta	<input type="checkbox"/>
Maestro/Switch	<input type="checkbox"/>	Diners Club International	<input type="checkbox"/>

Credit/Debit Card No. _____

Security Code _____

Issue No. _____

Start Date _____ / _____

Expiry Date _____ / _____

Address Card registered to:

House No _____

Street _____

Post Code _____

Section 3- Account details

Predicted monthly expenditure:

Up to £500.00 a month	<input type="checkbox"/>
Up to £1,000.00 a month	<input type="checkbox"/>
More than £1,000.00 a month	<input type="checkbox"/>

Sign- _____

Print Name- _____

Date- _____

Office Use Only

Note: Hatch End Cars aims to provide an efficient service for your bookings made in advance. However, bookings made within 60 minutes will be dependant on our availability.

(1) Personal accounts require: -

- a) Proof of Identity: Passport or photo driving licence
 - b) Proof of Address: Utility bill etc.
 - c) A £5 charge is required to set up a Personal Account with HEC. This is to be made by Credit/Debit Card only. Please complete the Credit Card details above, by signing the above declaration you are agreeing to the terms and conditions of the Personal Account set out on page 2 of this form.
- Note: All personal accounts require completion of sections 1,3 & 4.

Business Account Form (cont)

Section 4- Account Authorisation

Account No. (required field - enter 4 digit no., maybe amended by HEC if already taken).

n.b. As HEC cannot accept any responsibility for misuse of the account facility by any member of the account holder's personnel or associates, we strongly recommend that you enter a 4 digit number which must be quoted on all bookings by any authorised person(s) (This may be left blank at your discretion)

Please enter details below of authorised people (who can make bookings)

Full Name	Position
1
2
3
4
5
6
7
8
9

Terms & Conditions of Account

Opening an account with Hatch End Cars makes your business or social journeys that bit easier.

When booking your car on account, you simply have to quote your account number and know that you will receive an invoice with all the jobs booked over the last month* in one go, you will also receive priority as a Hatch End Cars account holder.

For the frequent customer or company car booker this saves time and effort and can even be used to track bookings for different departments in one easy step. Our passenger, parcel and executive services are all available with an account.

- 1) Accounts are opened on the strict understanding that payments are made within 14 days of receipt of invoice - invoices are issued on a monthly basis (*or more frequently if required).
- 2) Queries regarding a job must be made within 10 days of receiving the invoice, after this period, queries will only be dealt with at the management's discretion.
- 3) Account customers are not to deduct monies from their invoice unless accompanied by an official credit note from Hatch End Cars.
- 4) Hatch End Cars cannot accept any responsibility for misuse of the account facility by any member of the account holder's personnel or associates.
- 5) **Personal Account** Customers are required to provide Credit/Debit Card Details (in Section 3), by signing the declaration you agree to the following condition: If payment is not forthcoming within the timescale agreed all monies outstanding will be charged directly to that Credit/Debit Card without any further notice.
- 6) All card payments subject to a 5% surcharge.

Upon completion please return to: Hatch End Cars Ltd, Unit 8 Pickwick Walk, 286 Uxbridge Road, Pinner, Middlesex HA5 4HS
Account is activated 48hrs after receiving the form - if there are any queries HEC will contact you on the number above.