

Please complete and return by email, post or fax using our contact details below:

UCAS Media Finance Dept. Rosehill, New Barn Lane, Cheltenham GL52 3LZ e. receivables@ucas.ac.uk f. 01242 544932

SECTION 1 COMPANY DETAILS

TO BE COMPLETED BY ALL ORGANISATIONS

Name	<input type="text"/>
Trading Address	<input type="text"/>
Main Telephone No.	<input type="text"/>
Email Address	<input type="text"/>
Website	<input type="text"/>
VAT Registration No.	<input type="text"/>

SECTION 2 LIMITED COMPANY/ PARTNERSHIP DETAILS

TO BE COMPLETED BY LIMITED COMPANIES/PARTNERSHIPS ONLY

Company Registration No.	<input type="text"/>
Registered Office Address (If different from above)	<input type="text"/>

SECTION 3 UNINCORPORATED BUSINESS DETAILS

TO BE COMPLETED BY UNINCORPORATED BUSINESSES ONLY *

Partner Name (1)	<input type="text"/>
Partner Address	<input type="text"/>
Partner Name (2)	<input type="text"/>
Partner Address	<input type="text"/>

*Or supply a copy of your company headed paper attached to this form

SECTION 4 ACCOUNTS DEPARTMENT DETAILS

TO BE COMPLETED BY ALL ORGANISATIONS

Contact Name	<input type="text"/>
Telephone Number	<input type="text"/>
Email (general queries)	<input type="text"/>
Email (invoices & statements)	<input type="text"/>
Address for invoices & statements (If different from trading address)	<input type="text"/>
Do You use a Purchase Order System?	<input type="text"/>

UCAS Media uses a third party credit reference agency for credit assessment purposes. In submitting a request to open a credit account, you are hereby providing us with your consent to carry out any credit reference searches that we deem necessary to support your application. These searches will be taken for credit information purposes only and may be carried out on both your company and its Principals. The credit reference agency may also keep a record of our enquiry and share that information with other businesses that may also make enquiries about the company and its Principals. This does not affect your statutory rights. UCAS Media invoices are due for payment 30 days from the date of the invoice, unless otherwise stated. UCAS Media Ltd reserves the right to apply interest to any invoice not paid as per the agreed terms. This is according to our statutory right under the Late Payment of Commercial Debts Regulations 2013.

I wish to open a credit account with UCAS Media Ltd. I am authorised by my company to do so.

Name	<input type="text"/>	Email	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text" value="(DD/MM/YYYY)"/>
Signed	<input type="text"/>		

For internal use

Customer Acc No.	<input type="text"/>	Account Manager	<input type="text"/>
Credit Category	<input type="text"/>	Finance	<input type="text"/>
Credit Limit	<input type="text"/>		