

Business Account Application Form

Please read and complete all sections of this form and return to the address overleaf. We will contact you to confirm your account details in due course.

Practice/Business Details (invoice/statement address)

Practice/Business name _____

Type/nature of business _____

Address _____

Postcode _____

Telephone _____

Fax _____

E-mail address _____

Company registration number _____

VAT number _____

Main Contact's Details

Name _____

Job title _____

RIBA membership number
(if applicable) _____

Address _____

(if different from above) _____

Postcode _____

Telephone _____

Fax _____

E-mail address _____

References (please supply details of two trade referees)

Referee 1

Name _____

Address _____

Postcode _____

Tel _____

E-mail address _____

Referee 2

Name _____

Address _____

Postcode _____

Tel _____

E-mail address _____

Business Account Application Form

Account facility

You may use your account to purchase books from RIBA Bookshops mail order, at our Central London Bookshop and at other nominated regional bookshops. If you wish to use your account facility at one of our regional bookshops, please select the appropriate bookshop below.

Manchester **Leeds** **Birmingham** **Belfast** **Liverpool** **Chelsea**

Terms & Conditions

All statements are sent out at the end of each month and must be paid upon receipt. Customers whose statements remain unpaid for more than 30 days may have their credit facilities withdrawn.

Postage UK

- Minimum postage charge is £3 for orders under £30
- Up to £100 in value, add 10% of the total order value (minimum charges apply)
- £100–£200, add £10 flat fee
- Over £200 in value, FREE postage
- Free postage for all UK orders placed online over £60 (excluding VAT)

Postage Overseas

- Minimum postage charge is £10 for orders under £50
 - Standard despatch charge add 20% to the total order value (minimum charges apply)
- These rates are correct at the time of going to press, but are liable to change without prior notice.

Claims for damaged goods, non-delivery or shortages must be made within 30 days from the date of despatch of goods. Claims not received within these periods will not be met.

Prices are subject to alteration without notice and customers are advised to check prices when placing orders. Please visit www.ribabookshops.com for our latest Terms & Conditions.

Only official written orders are accepted from housing associations, local authorities and other large organisations, which can either be posted, faxed or emailed to sales@ribabookshops.com.

Customers statutory rights are not affected by these terms and conditions.

How to order**Account holders may place their orders by:**

Post **RIBA Bookshops**
 15 Bonhill Street
 London
 EC2P 2EA, UK

Telephone **+44 (0)20 7256 7222**
Fax **+44 (0)20 7374 2737**
E-mail **sales@ribabookshops.com**
Website **www.ribabookshops.com**

Declaration

I have read and agree to abide by the terms and conditions and hereby apply for credit facilities with RIBA Bookshops. I confirm that I am authorised to sign on behalf of this company.

Signed

Full Name

(use Capital Letters)

Job title

_____ Date _____

Return your completed form to

RIBA Bookshops, 15 Bonhill Street, London EC2P 2EA, UK
Telephone **+44 (0)20 7256 7222**
Fax **+44 (0)20 7374 2737**
E-mail **sales@ribabookshops.com**