

# Application for Credit Facilities

## IMPORTANT INFORMATION

The following information forms the basis of our contract with you and should be read in conjunction with our Conditions of Hire and Sale which are available on our website [www.hss.com/hire/terms-and-conditions](http://www.hss.com/hire/terms-and-conditions)

### Payment Terms

Our standard credit account payment terms are net monthly with payment due by the end of the month following the date of invoice. We request that these terms are complied with and advise that should any portion of your account fall overdue for payment then the entire account will become due on demand.

Payments should be sent to our head office at: **Oakland House, 76 Talbot Road, Old Trafford, Manchester M16 0PQ.**

### Invoice Queries

You should notify us of any queries concerning invoices in writing within 14 days of the invoice date. We will not grant an extension to credit account payment terms for unresolved invoice queries that have been notified after 14 days have elapsed from the invoice date.

### Credit Limits

Where we have granted a credit account to you, we will set a reasonable credit limit. We reserve the right to terminate or suspend a contract if allowing it to continue would result in you exceeding your credit limit or you have already exceeded your credit limit.

### Data Protection

By submitting this application for credit, I/we agree to HSS holding and using my/our data in accordance with the HSS privacy policy available to view at [www.hss.com/hire/privacy-and-cookies-policy](http://www.hss.com/hire/privacy-and-cookies-policy) and acknowledge that I can change my preferences at <https://sites.hss.com/Preferences/Customer> or by contacting my local branch.

## CONFIDENTIAL

Please complete all sections in **BLOCK CAPITALS** when applying for Credit Facilities with HSS Hire Service Group Limited.

Please attach proof of your company bank account, either a blank cheque/paying in slip/a recent bank statement (please write VOID over cheque/paying in slip or cover transactions on bank statement) and return the completed form to:

**Credit Sanctions Department  
HSS Hire Service Group Limited  
Oakland House  
76 Talbot Road Old Trafford  
Manchester M16 0PQ  
Tel: 0161 423 5465**

Alternatively, scan and email the completed copy along with your proof of company bank account to [customercredit@hss.com](mailto:customercredit@hss.com) or hand in at your local branch.

**\*Mandatory fields for completion**

**Business Information**

Type of Business (please tick)\*: Limited Co.  Partnership  Sole Trader  Other  Please specify: \_\_\_\_\_

Trading Name\*: \_\_\_\_\_ Name of Business\*: \_\_\_\_\_

Trading Address\*: \_\_\_\_\_  
Postcode\*: \_\_\_\_\_

Accounts Payable Contact\*Mr/Mrs: \_\_\_\_\_ Position\*: \_\_\_\_\_ Tel No\*: \_\_\_\_\_

Email address for invoices\*: \_\_\_\_\_ Please tick here if you would like your bill via Email\*:

Email address for statements\*: \_\_\_\_\_ Mobile No\*: \_\_\_\_\_

VAT No\*: \_\_\_\_\_ Date Trading Commenced\*: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**If Limited Company**

Registered Name: \_\_\_\_\_ Registered No\*: \_\_\_\_\_

Registered Office: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Name of parent Co. (if any): \_\_\_\_\_ Incorporation Date: \_\_\_\_\_

**Account and Contact Details (for main hirer)**

Address for marketing communications (if different from above): \_\_\_\_\_  
Postcode: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Tel No\*: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Expected Monthly Spend (£): \_\_\_\_\_

Requested Credit Limit (£): \_\_\_\_\_

**Legal Requirements**

I/We acknowledge HSS Hire Service Group Limited Terms and Conditions of Hire and Sale, are available on [www.hss.com/hire/terms-and-conditions](http://www.hss.com/hire/terms-and-conditions) and agree to abide by them as a condition of being granted credit. In particular, I/we agree to your terms of payment, i.e. net cash on or before the end of the month following the month of invoice and understand that failure to comply with this clause will result in the following action: suspension of account without prior notice and possible legal action. I/We agree to notify any invoice queries within fourteen days of invoice date and understand that no extension to credit terms will be granted for unresolved invoice queries notified after this period. I/We authorise HSS to carry out a credit agency search in support of my/our application.

\*Authorised Signatory: \_\_\_\_\_ \*Position: \_\_\_\_\_

\*Print Name: \_\_\_\_\_ \*Date: \_\_\_\_\_

**Information required\***

Proof of company bank account (this must be in the form of either a blank cheque/paying in slip/a recent bank statement (please write VOID over cheque/paying in slip or cover transactions on bank statement)). \_\_\_\_\_

**Purchase Order Requirements**

Do your tool and equipment hires require a purchase order number? (please tick)\*: Yes  No

If 'Yes' to the above, then please fill in the below:

Do your purchase orders follow a format? If so what is it? \_\_\_\_\_

Do your purchase orders have a prefix? If so what is it? \_\_\_\_\_

Should HSS always request a hard copy of the purchase order, or is verbal ordering ok? (please tick): Hard Copy  Verbal

**Supporting Documents**

- Company letterhead
- Copy of company cheque or pay in slip
- Copy of Hired in Plant insurance to the value of 20k or above\*  
(\*relates to contractors if the equipment is to be held onsite and not covered by your own damage insurance)