

**WATERTIGHT**

**PLUMBING & HEATING SUPPLIES LTD**
















**ACCOUNT  
APPLICATION  
FORM**

# ACCOUNT APPLICATION FORM

## GUIDANCE NOTES

We aim to process all applications promptly. Your failure to complete all relevant sections and to sign the terms & conditions of sale may prevent or delay account opening, so please read these guidelines carefully before completing the application. If you are uncertain as to any aspect of completion of this form, then you should seek independent legal advice.

This form **MUST** be Handwritten, typed forms and electronic signatures will **NOT** be accepted.

	LTD COMPANIES	SOLE TRADERS & PARTNER-SHIPS, SCHOOL, COLLEGES & LOCAL AUTHORITIES	SELF-BUILD
SECTION 1			
SECTION 2			
SECTION 3			
SECTION 4			
SECTION 5			
SECTION 6 Acceptable forms of identification include a valid passport or driving license. remember to bring a form of ID to the branch with you and please include a copy of your company letterhead or proof of current address with your application.			
SECTION 7 For Limited /LLP and PLC a Director(s) will need to sign the application For Sole Traders the proprietor will need to sign the application For Partnership all partners need to sign the application For Self Build/ Domestic Applicant / Home Improver the account holder will need to sign the application			
Terms & Conditions			

# SECTION 1

TO BE COMPLETED BY LIMITED COMPANIES, SOLE TRADERS & PARTNERSHIIPS

FULL TRADING NAME:		
INVOICING ADDRESS:	COMPANY REG NO:	
	CREDIT LIMIT:	YEAR ESTABLISHED:
	WEBSITE:	
POSTCODE:		
MAIN CONTACT EMAIL ADDRESS:		
BUISNESS DESCRIPTION:		
ANY OTHER TRADING NAMES:		
PREVIOUS TRADING NAMES (LAST 5 YEARS):	PREVIOUS ADDRESSES (LAST 3 YEARS):	
POSTCODE:	POSTCODE:	
TEL:	MOBILE:	
YOU WILL RECEIVE INVOICES & STATEMENTS ELECTRONICALLY BY EMAIL FROM <a href="mailto:invoices@wphs.co.uk">invoices@wphs.co.uk</a>		
PLEASE PROVIDE EMAIL ADDRESS FOR INVOICES:		
ORDER REFERENCE REQUIRED: YES <input type="checkbox"/> NO <input type="checkbox"/>		
BANK DETAILS		
NAME ON BANK ACCOUNT:	ACCOUNT NUMBER:	SORT CODE:
BANK NAME AND ADDRESS:		
TRADE REFERENCE 1		TRADE REFERENCE 2
NAME:	NAME:	
ADDRESS:	ADDRESS:	
POST CODE:	POST CODE:	
EMAIL:	EMAIL:	
TEL:	TEL:	
SALES CONTACT:	SALES CONTACT :	

SECTION 2

FOR LIMITED COMPANIES ONLY

It's a condition of the account that you are prepared to provide a personal guarantee. By signing this document, you acknowledge that you will incur a personal liability to Watertight Plumbing and Heating Supplies LTD ("the Company")

Personal Guarantee Agreement ("Guarantee") - to be completed by the Director(s) and or Company Secretary of the customer applying for Credit ("the Customer", business described at section 1 of this credit application/ agreement). This is a Personal Guarantee. Multiple Guarantors will be jointly & severally liable.

By signing below, each signatory separately confirms and agrees that they have had sufficient opportunity to seek independent legal advice and that in consideration of the Company providing the Customer with a Trade Credit Account or such credit facilities as the Company sees fit, the signatory personally guarantees to the company (and its successors , transferees and assigns), to pay on demand the guaranteed obligations whenever the Customer does not pay any of the Guaranteed obligations when due, (including items ordered but not yet invoiced) or in connection with any present future credit facilities (including any increase in credit limit or overtrading) provided by the company to the Customer.

In this agreement your guaranteed obligations means all monies, debt and liabilities of any nature from time to time due, owing or incurred by the customer or the Company

By signing below, each signatory confirms and represents (i) that they have read and understood this form, including the standard Terms and Conditions of Sale ("Terms") (ii) that the Customer described at section 1 of this form is applying for a Trade Credit Account with the Company on these Terms (iii) that they have sufficient authority to bind the Customer (iv) that the customer agrees that all orders it makes using the Trade Credit Account and all orders it otherwise submits to the Company will be offers to Contract the Terms, as may be modified, amended or updated by the Company from time to time and to exclusion of all others.

COMPANY NAME:		ACCOUNT NUMBER:	
	DIRECTOR 1	DIRECTOR 2	DIRECTOR 3
NAME			
D.O.B			
HOME ADDRESS			
	POSTCODE:	POSTCODE:	POSTCODE:
TEL			
SIGNATURE			
DATE			
HOME OWNER	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
DRIVING LICENCE			
NUMBER:			
OFFICE ADDRESS:			
Have any of the principals (directors/partners/trustees/proprietor) been involved in a liquidation/ bankruptcy/ IVA/ CVA/ receivership , or had any CCJ'S registered against them?		FINANCIAL YEAR END:	
YES <input type="checkbox"/> NO <input type="checkbox"/>		COMPANY SECRETARY (FULL NAME):	

# SECTION 3

TO BE COMPLETED BY SOLE TRADER & PARTNERSHIPS ONLY (FULL DETAILS OF EACH PARTNER)

## SOLE TRADER / PARTNER 1

## PARTNER 2

TRADING ADDRESS		
	POSTCODE:	POSTCODE:
(PLEASE ALSO GIVE PREVIOUS ADDRESS IF AT CURRENT ADDRESS FOR LESS THAN 2 YEARS)		
	POSTCODE:	POSTCODE:
NAME		
D.O.B		
TEL		
MOBILE		
E-MAIL		
DRIVING LICENCE NO		
HOME ADDRESS		
	POSTCODE:	POSTCODE:
PLEASE ALSO GIVE PREVIOUS ADDRESS IF RESIDENT AT CURRENT ADDRESS FOR LESS THAN 3 YEARS)		
HOME-OWNER	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
NI NUMBER		
NAME OF AUTHORISED PERSONS TO PLACE ORDERS		

# SECTION 4

(TO BE COMPLETED BY SELF-BUILDER, HOME IMPROVER/DOMESTIC APPLICANTS)

SELF BUILD <input type="checkbox"/>		HOME IMPROVER <input type="checkbox"/>		DOMESTIC & OTHERS <input type="checkbox"/>	
FULL NAME:					
DRIVING LICENCE NUMBER:					
HOME ADDRESS:			SITE ADDRESS:		
POST CODE:			POST CODE:		
(PLEASE ALSO GIVE PREVIOUS ADDRESS IF RESIDENT AT CURRENT ADDRESS FOR LESS THAN 2 YEARS)			HOME OWNER: YES <input type="checkbox"/> NO <input type="checkbox"/>		
POST CODE:			TEL:		
			MOBILE:		
			CREDIT LIMIT:		
MAIN CONTACT EMAIL ADDRESS:					
YOU WILL RECEIVE INVOICES & STATEMENT ELECTRONICALLY BY EMAIL FROM <a href="mailto:invoices@wphs.co.uk">invoices@wphs.co.uk</a>					
Please provide email address for invoices:					
Builder's details ( if applicable) - full name, address and telephone number:					
Name of person authorised to place orders:			Name of person responsible for account payments:		
Have you been involved in a liquidation/bankruptcy? (if Yes please provide details)			YES <input type="checkbox"/> NO <input type="checkbox"/>		

# SECTION 5

(BRANCH/ BRANCHES WITH WHICH YOU INTEND TO TRADE)

ST IVES

☐

RUSHDEN

☐

# SECTION 6

(ID CONFIRMATION)

ORIGINAL ID TO BE CERTIFIED BY WATERTIGHT COLLEAGUE AND COPY TO BE SENT WITH APPLICATION

☐

ID AND SIGNATURE CHECKS CONFIRMED

AUTHORISED SIGNATURE

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# SECTION 7

( TO BE COMPLETED BY ALL APPLICANTS)

Watertight Plumbing & Heating Supplies Ltd may share your personal data with credit reference agencies, fraud prevention organisations and other such companies for use in credit decisions, for fraud prevention and to pursue debtors. They will keep record of that search and will share that information with us and other businesses. In some instances, we may also make a search on the personal credit file of principal directors and Guarantors. Watertight Plumbing & Heating Supplies Ltd may also pass or share your information with carefully selected third parties for the purpose of account opening, credit vetting and account management. Should it become necessary to review the account at any time, a further credit reference and checks may be sought, and a record kept.

I/We acknowledge receipt of and accept Watertight Plumbing & Heating Supplies Ltd general terms and conditions of sale and I/We agree to operate my/our account in accordance with the Company's standard terms and conditions of sale, conditions of supply, and agree that all transactions are entered into on the basis of these conditions to the exclusion of all others. The current standard conditions of supply may be varied from time-to-time by the Company. I/We authorise you to apply for references and make relevant searches, to carry out all necessary credit and fraud checks both now and in future for the purposes outlined above.

Signed:  
  
(proprietor/partner/director)

Name:	Date:			
Signed:  (proprietor/partner/director)				
Name:	Date:			
Signed:  (proprietor/partner/director)				
Name:	Date:			
How did you hear about Watertight Plumbing & Heating Supplies Ltd?				
WEBSITE <input type="checkbox"/>	ADVERT <input type="checkbox"/>	SOCIAL MEDIA <input type="checkbox"/>	WORD OF MOUTH <input type="checkbox"/>	OTHER (PLEASE SPECIFY) <input type="checkbox"/>

**MARKETING PREFERENCES**

From time to time we would like to send you special offers and information about our products and services via email.

If you would like to opt-in please tick the box

☐

You can unsubscribe at any time by contacting [marketing@wphs.co.uk](mailto:marketing@wphs.co.uk)

**Please return to your nearest branch:**

**Unit 7 Bramley Road, ST Ives, Cambridgeshire, PE27 3WS**

**OR**

**Unit 2 Sanders Lodge Industrial Estate, Rushden , Northamptonshire,  
NN10 6BQ**

## TERMS AND CONDITIONS OF SALE

### 1 DEFINITIONS

In these Terms of Sale, the following meanings shall apply: “We” and “Us” means Watertight Plumbing & Heating Supplies Limited, registered in England and Wales no. 4387889. “You” means the person seeking to purchase goods from us. “The Goods” means the goods or when the context permits services to be supplied by Us. “Company Signatory” means a person authorised by Us. “The Terms” means the terms set out in this document and any special terms agreed in writing between a Company Signatory and You. “The Contract” means the contract for the supply of Goods incorporating these Terms. “Consumer” means any natural person acting for purposes if outside their trade, business or profession. “The Defect” means the condition and/or any attribute of the Goods and/or any other circumstances which, but for the effect of these Terms would have entitled you to damages.

### 2 THE CONTRACT

2.1 All orders are accepted by Us only under these Terms and they may not be altered – other than with the written agreement of a Company Signatory. Any contrary or additional terms, unless so agreed, are excluded.

2.2 Quotations are invitations to treat only.

2.3 Orders may be cancelled only with the agreement of a Company Signatory and You will indemnify Us against all costs, claims, losses or expenses incurred as a result of that cancellation.

2.4 You shall be responsible to Us for ensuring the accuracy of the terms of any order including any applicable design drawing or specification provided to Us by You and for giving Us any necessary information relating to the Goods within a sufficient time to enable Us to perform the Contract in accordance with its terms.

2.5

2.5.1 It is your responsibility to be fully conversant with the nature and performance of the Goods, including any harmful or hazardous effects their use may have.

2.5.2 Without prejudice to Clause 2.5.4 of these Terms while we take every precaution in the preparation of our catalogue, technical circulars, price lists and other literature, these documents are for your general guidance only and statements included in these documents (in the absence of fraud on our part) shall not constitute representations by Us and We shall not be bound by them.

2.5.3 if You require advice (including Health and Safety information) in relation to the Goods, a specific request for advice should be made and any advice given in writing by a Company Signatory in response to such a request shall amount to a representation and We shall be liable accordingly.

2.5.4 We shall not be liable in respect of any misrepresentation made by Us, our employees or agents to You, your employees or agents as to the condition of the Goods, their fitness for any purpose or as to quantity or measurements, unless the representation is:

2.5.4.1 made or confirmed in writing by a Company Signatory: and/or

2.5.4.2 fraudulent.

2.5.5 For the avoidance of doubt, our liability for damages for misinterpretation (other than fraudulent) is excluded or limited by Clause 10 of these Terms.

### 3 PRICE

3.1 The price of the Goods shall be the price quoted by the Company. The quotation is based on the price at the time of the quotation. The Company shall be entitled to vary the quoted price at any time to reflect any delay, change in quantities or the cost of the Goods to the Company.

3.2 Unless otherwise expressly stated in writing, all prices are exclusive and are, therefore, subject to VAT.

### 4 PAYMENT

4.1 Unless the sale is for cash, or other credit terms have been agreed in writing with a Company Signatory, all accounts are due for payment on the 25<sup>th</sup> of the month following the month in which the goods were delivered.

4.2 Late payments will incur interest at the rate of 8% per annum above the base rate of Barclays Bank PLC, in force from time to time from the due date until the date of payment after, as well as before, judgement.

4.3 Credit facilities may be withdrawn or reduced at any time at our sole discretion.

4.4 Even if We have previously agreed to give you credit, We reserve the right to refuse to execute any order or contract if the arrangements for payment or your credit rating is not satisfactory to Us. In our discretion We may require security satisfactory to Us or payment for each consignment when it is available and before it is despatched in which case delivery will not be effected until We are in receipt of security or cleared funds as requested by Us.

4.5 In the case of short delivery, You will remain liable to pay the full invoice price of all the Goods delivered or available for delivery.

4.6 You may not withhold payment of any invoice or other amount due to Us by reason of any right or set off or counterclaim, which you may have, or allege to have, for any reason whatever.

4.7 We shall be entitled at all times to set off any debt or claim of whatever nature which We may have against You against any sums due from Us to You.



## 5 NON-PAYMENT/INSOLVENCY

5.1 "Insolvent" means You becoming unable to pay your debts within the meaning of Section 123 of the Insolvency Act 1986: the levying or the threat of execution or distress on any of your property; the appointment of a receiver or administrative receiver over all, or any part, of your property; a proposal for a voluntary arrangement or compromise between You and your creditors, whether pursuant to the Insolvency Act 1986 or otherwise; the passing of a resolution for voluntary winding-up or summoning a meeting to pass such a resolution otherwise than for the purposes of a bona fide amalgamation or reconstruction, the presentation of a petition for your winding-up, or for an administration order in relation to You. If you suffer any analogous step or proceedings under foreign law or You are ceasing, or threatening to cease, to carry on your business.

5.2 If you fail to pay the price for any Goods on the due date or fail to pay any sum due to Us under any contract on the due date or You become insolvent or if You are a Limited Company or partnership and there is a material change in your constitution or You commit a material breach of this Contract and fail to remedy that breach, all sums outstanding between You and Us shall become immediately payable, and We shall be entitled to do any one or more of the following (without prejudice to any other right or remedy We may have);

5.2.1 Require payment in cleared funds in advance of other deliveries

5.2.2 Cancel or suspend any further deliveries to You under any contract without liability on our part.

5.2.3 Without prejudice to the generality of Clause 8 of these Terms exercise any of our rights pursuant to that clause.

5.3 If We reasonably incur third party costs, such as tracing or debt collection agency costs, or seek to take legal proceedings to enforce our rights as a result of your breach of this Contract – including but not limited to – recovery of any sums due, You will reimburse Us such reasonable agency costs on an indemnity basis.

## 6 DELIVERY

6.1 Delivery shall take place when the Goods are collected from our premises or delivered by Us to You.

6.2 We are not bound by any delivery date or time put forward by You at any time and any delivery date or time stated by Us at any time whether prior to or during the Contract and whether in writing or otherwise is an estimate only and shall not be binding. Time of delivery shall not be of the essence.

6.3 We can deliver by instalments. You will be invoiced upon receipt of each instalment. You shall not be entitled to repudiate the contract by virtue of the fact that we have failed to deliver one instalment or one instalment is late.

6.4 We will deliver to the address given by You, to the threshold of the property. We shall deliver in a manner which we, in our absolute discretion, decide is appropriate for the Goods.

6.5 If for any reason, we are unable to deliver the Goods and they have to be returned to our premises, then we reserve the right to impose an additional charge.

6.6 We reserve the right not to deliver any goods and our drivers have full discretion not to deliver the goods, if they consider it dangerous, negligent or for any other reason inappropriate to do so. It shall be your responsibility to ensure a safe and appropriate place for the delivery of the goods. You will be responsible for any costs or loss incurred as a result of your failure to do so.

6.7 We reserve the right to levy appropriate delivery charges as are deemed necessary at our discretion.

## 7 CANCELLATION AND RETURN OF GOODS

7.1 You will not be entitled to return goods without first obtaining the express authorisation from Us.

7.2 No goods may be returned after the expiration of three months from the date of delivery or collection or the sell-by date on the goods, whichever is the earlier.

7.3 In any event, no goods which have been specially ordered, manufactured or machined or non-stock items can be returned.

7.4 If goods are to be returned, then the following additional provisions apply:

7.4.1 Goods must be re-sellable;

7.4.2 Goods must remain in their package and must be unopened;

7.4.3 A handling charge will be made;

7.4.4 The invoice or other proof of purchase acceptable to us must be produced at the time of return.

## 8 TITLE AND RISK

8.1 Risk in the Goods shall be passed to You when the Goods are delivered.

8.2 The property in the Goods shall remain with Us until You pay all sums due to Us, whether in respect of this Contract or otherwise.

8.3 Until title passes:

8.3.1 You shall hold the Goods as our fiduciary agent and bailee.

8.3.2 The Goods shall be stored separately from any other goods and You shall not interfere with any identification marks, labels, batch numbers or serial numbers on the Goods.

8.3.3 We agree that You may use, or agree to sell the Goods as principle and not as agents in the ordinary course of your business subject to the express condition that at our direction, the entire proceeds of any sale or insurance proceeds received in respect of the Goods are held in trust for Us and not mixed with any other monies, or paid into an overdrawn bank account and, it shall, at all times, be identifiable as our money.

8.4 We shall be entitled, at any time, to recover any or all of the Goods in your possession to which we have title for the 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 may be, or are believed to be, situated.

## 9 INSPECTION

9.1 You shall inspect the Goods at the place and time of unloading or collection, but nothing in these Terms shall require You to break packaging and/or unpack Goods which are intended to be stored before use.

### 9.2

9.2.1 You must advise Us by telephone immediately and then give Us written notice within two working days of unloading of any claim for short delivery.

9.2.2 If You do not give Us that notice within that time, the Goods will be deemed to have been delivered in the quantities shown in the delivery documents.

9.2.3 You shall not be entitled, and irrevocably and unconditionally waive any rights to reject the Goods or claim any damages whatsoever, for short delivery however caused.

9.2.4 Our liability for short delivery is limited to making good the shortage.

### 9.3

9.3.1 Where it is, or would have been, apparent on a reasonable inspection that the Goods are not in conformity with the Contract or (where the Contract is a contract for sale by sample) that the bulk does not compare with the sample, You must advise Us by telephone immediately, and then give Us written notice within three working days of inspection.

9.3.2 If You fail to give Us that notice within that time, the Goods will be deemed to have been accepted and You shall not be entitled, and irrevocably and unconditionally waive any rights to reject the Goods.

9.3.3 If You fail to give Us that notice within that time, Clause 10 shall take effect.

## 10 LIABILITIES

10.1 Nothing in these Terms shall exclude or restrict our liability for (a) death or personal injury resulting from our personal negligence, (b) fraud or fraudulent misrepresentation (including that of our officers, employees or agents, (c) breach of any obligation as to title implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982, or (d) any other matter for which it would be unlawful to exclude or limit liability.

10.2 Subject to Clause 10.1, We shall not be liable for (a) any misrepresentation (including by any of our officers, employees, agents, contractors or subcontractors) (unless fraudulent), (b) any breach of warranty or condition or other term (whether express or implied), (c) any breach of duty (whether common law or statutory), or (d) for any damages whatsoever caused by our negligence (including that of our officers, employees, agents, contractors or subcontractors). Instead of liability for damages, We undertake liability under Clause 10.3 below.

10.3 Where but for the effect of Clause 10.2 You would have been entitled to damages against Us, We shall not be liable to pay damages to You but subject to the conditions set out in Clause 10.4, We shall, at our sole discretion, either (a) repair the relevant Goods at our own expense, (b) supply replacement Goods free of charge, or (c) refund all (or where appropriate, part) of the price of the relevant Goods.

10.4 We shall not be liable under Clause 10.3:

10.4.1 If the defect arises from wear and tear;

10.4.2 If the defect arises from wilful damage, negligence, abnormal working conditions, misuse, alteration or repair of the Goods, failure to follow British Standard or industry instructions relevant to the Goods, or storage of the Goods in unsuitable conditions (but this sub-clause shall not apply to any act or omission on our part);

10.4.3 Unless after discovery of the Defect, We are given a reasonable opportunity to inspect the Goods before they are used, or in any way interfered with. For the avoidance of doubt, We acknowledge that the costs of suspending works are relevant to the determination of what is reasonable opportunity and this sub-clause shall not apply to any works affecting the Goods, which it may be reasonably necessary to carry out in the interests of safety and/or as emergency measures;

10.4.4 If the Defect would have been apparent on a reasonable inspection under Clause 9.1 of these Terms at the time of unloading, unless You advise Us by telephone immediately and then written notice of any claim is given to Us within two working days of the time of unloading; or in any other case.

10.4.5 Unless the defect is discovered within four months from the date of delivery and We are given written notice of the Defect within two working days of it being discovered.

10.5 If the Goods are not manufactured by Us, our liability in respect of any defect in workmanship or materials of the Goods, will be limited to such rights against the manufacture or the third party as We may have in respect of those Goods.

10.6 You will unconditionally, fully and effectively, indemnify Us against all loss damages costs on an indemnity basis and expenses awarded against, or incurred by Us in connection with, or paid, or agreed to be paid by Us in settlement of any claim by any third party arising from the supply or use of the Goods. This indemnity will be reduced in proportion; to the extent that such loss damage costs and expenses are due to our negligence.

10.7 Without prejudice to any other provisions in these Terms: in any event, our total liability for any one claim, or for the total of all claims arising from any one act of default on our part (whether arising from our negligence or otherwise), shall not exceed the purchase price of the Goods – the subject matter of any claim.

11 GENERAL

- 11.1 This contract shall be governed and interpreted according to the Law of England and Wales and You agree to submit to the non-exclusive jurisdiction of the English Courts.
- 11.2 We shall not be liable for any delay or failure to perform any of our obligations in relation to the Goods due to any cause beyond our reasonable control, including industrial action.
- 11.3 The waiver by Us of any breach or default of these Terms shall not be construed as a continued waiver of that breach, nor as a waiver of any subsequent breach of the same, or any other provision.
- 11.4 If any clause or sub-clause of these Terms is held by a competent authority to be invalid or unenforceable, the validity of the other clauses and sub-clauses of these Terms shall not be affected, and they shall remain in full force and effect.
- 11.5 We may assign novate, or sub- contract all or part of this Contract and You shall be deemed to consent to any novation. This Contract is personal to You and it may not be assigned.
- 11.6 Nothing in this Contract is intended to, or will grant any right, to any third party to enforce any terms of this Contract, be it expressed or implied.
- 11.7 Incorporation of your business: Until you are informed in writing by Us that either the status of the account has been amended to a limited company or a new account opened all orders will continue to the current account and you will remain responsible to us.

In processing your application for credit facilities, we may make enquiries of credit reference agencies or other third parties who may record those enquiries. We may also disclose information about the conduct of your account with us to credit reference agencies or other third parties. The information obtained from or provided to credit reference agencies or third parties may be used when assessing further applications for credit terms, for debt collection, for tracing and for fraud prevention.

We will use your personal information provided on this form to enable us to open your account and verify who you are in accordance with our privacy policy. To read our full privacy policy which details the specific information we collect and process please visit the privacy centre on our website.

I agree to abide by the above Watertight Plumbing and Heating Supplies Ltd Terms and Conditions.

Signed .....

Printed name.....