

# DEALER ACCOUNT APPLICATION

Unmatched online ordering services 24/7 ●

Order by fax, phone, email or web ●  
Lines open 9am - 6pm

Access to our professional and friendly ●  
team with unrivalled product knowledge

'Best of breed' range of software and ●  
hardware from top manufacturers.

Supporting new dealers through various ●  
schemes to build up your trade





# Dealer Account Application

To help us process your application as quickly as possible please fill in the relevant information

**Check List:** The following documents are required for setting up a credit or cash account (Direct Debit form not required for cash account). Without these documents your account application cannot be opened.

Please send all documentation to:  
**Dealer Sales Team - New Accounts**  
Computers Unlimited  
The Technology Park  
Colindeep Lane  
London NW9 6BX  
Email: [pjohnson@unlimited.com](mailto:pjohnson@unlimited.com)  
Fax: 020 8205 2534

- Account Application Form (below)
- Proof of Address – Such as utility bill
- Original Direct Debit Mandate (back page - please post signed original)

## 1. DETAILS OF PERSON MAKING THIS APPLICATION

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Email: \_\_\_\_\_

Please send information of other partners on a separate sheet

## 2. YOUR COMPANY DETAILS

Registered Company Name: \_\_\_\_\_  
 Trading Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel (main): \_\_\_\_\_

Fax (main): \_\_\_\_\_

Email (general): \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

## 4. WHAT TYPE OF BUSINESS ARE YOU?

Sole Trader  Partnership  Limited Company  PLC

Number of employees: \_\_\_\_\_

Number of sites: \_\_\_\_\_

Number of years trading: \_\_\_\_\_

Annual sales: £ \_\_\_\_\_

## WHAT SORT OF RESELLER ARE YOU? (Select ONE)

- Mailorder       Value Added Reseller  
 Retailer       Etailer  
 Distributor       Corporate Reseller  
 Education       Other (please add below) \_\_\_\_\_  
 Licensing

## WHAT SORT OF PRODUCTS ARE YOU INTERESTED IN?

(Tick all that apply)

- Digital Imaging     Networking/Connectivity     Apple  
 Print/Publishing     Utilities & Peripherals     Digital Home  
 Office Solutions     Digital Video     Pro Audio  
 3D Design/CAD     Pen Tablets     Education  
 Web/Internet     iPod + Accessories     Home Security

## 4. TRADING REFERENCES

1. \_\_\_\_\_  
 2. \_\_\_\_\_

## 5. PLEASE TELL US WHAT CREDIT LIMIT YOU REQUIRE

£ \_\_\_\_\_

## 6. ACCOUNTS PAYABLE CONTACT DETAILS

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

(Invoices, Credit notes, Direct debit notification letters & Statements will be sent electronically via email as PDF document)

## 7. PARTNERSHIPS AND SOLE TRADERS ONLY

Please supply full details of each partner (full name, home address and telephone number)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

We can, were appropriate ask for additional information when required.

## 8. AUTHORISATION

I agree to abide by the Terms and Conditions described overleaf. I agree payment terms are strictly 30 days from date of invoice unless otherwise agreed to in writing. Your application will not be processed if you do not return all required forms and information. When returning your completed form please attach a set of your latest financial accounts, and a sheet of your Company's letter headed paper. Computers Unlimited reserve full retention of title to all goods until all sums due have been paid in full.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Your first order with CU will be on a payment with order basis, subject to the following:

- a) If your order is over £1,000 (gross turnover) and paid using a credit or debit card, we require a photocopy of the front and back of the card
- b) If your order is over £1,500 (gross turnover) and paid by cheque, a period of 5 working days must be allowed for the cheque to clear, prior to the shipment of any goods
- c) For cleared funds direct to our bank account, goods will be shipped on confirmation of the cleared funds from our bank

Direct Debit payments are collected once a week (normally Friday) for all invoices due on 30 days or over. Computers Unlimited will notify you 10 days prior to any debit to your account. We would ask that you raise any queries you have to us immediately, so that invoices can be excluded from any payment we take.

## Once CU has all of the required information your account application will be processed

Computers Unlimited  
General Terms and Conditions of Sale  
April 2007

Products and services ("Products") are sold and supplied by Computers Unlimited ("CU") on the following general terms which cancel all previous general terms and conditions of sale. Where applicable, special terms and conditions of sale are specified in CU catalogues, price lists, or other literature.

**Payment**  
Accounts for Products are payable at the following postal address:

Computers Unlimited  
The Technology Park  
Colindeep Lane  
London NW9 6BX

Until a credit account is established, all business with new customers is on a cash basis unless otherwise agreed.

Non-payment by the due date entitles CU to cancel the contract or to suspend deliveries without further notice.

**Price**  
All prices will be those ruling at the date of delivery and those quoted.  
CU price lists do not constitute an offer.  
All prices are exclusive of any applicable value-added tax, which the customer shall be additionally liable to pay to CU.

**Uncontrollable events and delays**  
In case of delays caused by circumstances beyond the control of CU or CU suppliers, CU shall have the right to either suspend deliveries without notice or cancel the contract without liability. By way of illustration and not of limitation, the following are to be treated as uncontrollable events: strike, lockout, riot, revolution, mobilisation, war, epidemic, official regulations, transportation difficulties, working difficulties, machine breakdowns, fires, failure of suppliers, or other causes, whether similar or not.

**Resale**  
Products are supplied subject to the following conditions:  
a. Products shall remain in their original packaging and the marks, numbers or references indicated on the Products or packaging shall neither be covered, defaced, altered nor erased.  
b. Products normally shall be resold at any trade level only by qualified personnel and in premises suitable for their storage, display and sale under satisfactory conditions.

**Advertising**  
CU advertising and display material is supplied to the customer for his own business. The customer must not in any way imply that he is the agent of CU, since this implies one who acts on behalf of and with authority from a principal.

Customers considering advertising are invited to consult the CU departments concerned.

**Law of the contract**  
In the case of legal disputes, the law and the courts of England shall apply.

**Customer order conditions**  
Any provisions of the customer's order which conflict with, or are in addition to, the general terms and conditions of sale and conditions of sale or any special terms of business shall be excluded.

Consequences of the non-application of a clause in the present Terms and Conditions of Sale. Should any of these general terms of business and conditions of sale be inapplicable, this would not imply that the rest of the present terms do not remain valid.

**Verbal agreements**  
Any verbal agreement which does not conform to the present terms, shall not be binding on CU unless it has been confirmed by CU in writing.

**Credit and payment**  
a. Unless otherwise agreed, the granting of credit facilities is made on the condition that payment is received by CU at the postal address referred to above, 30 days after the date of invoice, and CU reserves the right to withdraw credit facilities forthwith if this condition is not observed.

b. CU may charge interest on overdue accounts until the date of actual payment at the monthly rate of 2% of the overdue balance, such amount being payable without prejudice to CU's other rights and before as well as after judgement.

c. Where a customer elects to make a payment by credit card, Computers Unlimited will charge a 2% surcharge on the value of the items purchased.

We will continue to make no charge for the use of debit cards.

**Delivery**  
a. Products supplied by CU are delivered at the risk of CU, unless a customer stipulates a special method of delivery, in which event Products are delivered at the risk of the customer and an extra charge may be made for delivery.  
b. Any stated delivery date constitutes only a warranty by CU to use reasonable endeavours to effect delivery by or about that date. No liability will be accepted by CU for failure to meet delivery dates, however caused.  
c. In any event, any liability for loss or damage in the course of delivery shall in all circumstances whatsoever be limited (at the option of CU) to the repair or replacement of the Products concerned or to the crediting of the customer with the invoice value of such Products.  
d. In the event of damage, the customer must advise CU of any such damage, within 48 hours of delivery. No claim for damage will be allowed if advice is beyond this time limit.

**Returns procedure**  
Product may only be returned to CU after first obtaining CU's agreement to do so. Whenever CU agrees to accept goods for return, it will do so by issuing a Returns Material Authorisation (RMA) number. CU drivers or its delivery carriers are not authorised to collect Products for return without an appropriate reference number and any items received at CU's warehouses that do not clearly display an authorised RMA number, will be rejected. All returns must be completed within 10 working days of the issue of an RMA number.

**Dead on arrival (DOA)**  
Any product that has been received by an end-user and deemed to be non-working or faulty, within 10 days from date of end-user invoice, is deemed to be DOA. Provided the defect is confirmed by CU technical support and the end-user proof of purchase date is supplied, such products will be replaced for a new unit, stocks permitting or for a purchase price credit, where stocks are no longer available. Any products exceeding this 10 day period and/or that were originally purchased from CU over a period greater than 6 months (hardware) or 12 months (software) will not qualify for replacement or credit and will fall under the standard warranty terms and conditions of the manufacturer.

**Warranty**  
All products are supplied with the benefit of the manufacturers warranty agreement and warranty process.

**Damaged goods**  
Any products received visibly damaged must be notified, in writing or via-email, to CU within 48 hours of receipt. All such units will be replaced provided the damage was incurred prior to receipt by either the customer or the customers carrier.

**Receiving errors**  
Receipts of incorrect shipments must be notified, in writing or via e-mail, to CU within 5 working days of CU invoice date. All such disputes will be resolved through arbitration using all the information available at that time e.g. proof of delivery.

**Undamaged, non-defective goods**  
Generally, non-defective, undamaged goods will only be accepted back where they have not been supplied to order. In exceptional circumstances, CU may allow the return of certain non-defective goods, however such returns will be on a case-by-case basis and will be subject to a re-stocking fee. Such requests should be made to CU's sales department. All non-defective returns will only be accepted for goods that are received at CU's warehouses in a pristine condition - i.e. undamaged, unmarked, unopened and together with any accessories or cables as originally supplied. The customer is entirely responsible for the transportation and packaging of such goods.

**Title and risk**  
Until full payment has been received by CU for all products whatsoever, supplied at any time by CU to the customer.

- property of the Products shall remain in CU;
- the customer shall store the Products in such a way that they can be readily identified as being the property of CU, and at all times in accordance with CU's recommendations;
- subject to (d) and (e) below, the customer shall be at liberty in its own name (but not on behalf of or in the name of CU) to sell the Products in the ordinary course of business, on the basis that the proceeds of sale shall be the property of and held on trust for CU;
- CU may at any time suspend or revoke the customer's power of sale by notice to the customer if the customer is in default for longer than 14 days in payment of any sum whatsoever due to CU or if any

Bill of Exchange, cheque or other negotiable instrument drawn or accepted or endorsed by the customer in favour of CU is dishonoured on presentation for payment;

e. the customer's power of sale shall automatically come to an end if a Receiver is appointed over any of the assets or the undertaking of the customer or a Winding Up Order is made against the customer or the customer goes into voluntary liquidation (otherwise than for the purpose of reconstruction or amalgamation) or causes a meeting of, or makes any arrangement or composition with creditors or commits any act of bankruptcy;

f. upon revocation or determination of the customer's power of sale under (d) or (e), the customer shall place the Products at the disposal of CU, which shall be entitled to enter upon any premises of the customer for the purpose of removing such Products from the premises;

Where payment is made by cheque, CU shall not be deemed to have received payment until the cheque has been cleared. Notwithstanding the foregoing, risk in the Products shall pass to the customer on delivery except where the customer requires a special method of shipment in which case risk shall pass to the customer when the Products leave CU premises.

**Product information**  
The customer shall ensure that any safety information of whatever kind provided by CU in relation to the Products supplied is passed, where the Products are supplied for use at work, to the customer's employees or, where the Products are supplied for resale to the subsequent purchaser the customer shall not alter, mask or remove any such safety information from the Products.

**Limitation of liability**  
CU will repair or at its discretion, replace or credit the customer with the invoice value of any Products found to be defective or faulty in all circumstances whatsoever the liability of CU, in respect of any failure to comply with the contract or other breach of duty shall be limited to such repair, replacement or credit.

**Amendments**  
CU reserves the right to alter or amend these General Terms and Conditions of Sale for any particular class of Products or customer.

**The Waste Electrical and Electronic Equipment Directive 2007**  
Directive 2002/96/EC places a legal and financial responsibility on either the producer or the end user of electrical and electronic equipment to cover the costs relating to the appropriate treatment of the aforementioned equipment when it becomes waste. By agreeing to these terms and conditions, THE CUSTOMER accepts responsibility for the treatment and recovery obligations sold to it, in accordance with Directive 2002/96/EC and absolves Computers Unlimited of any associated responsibilities.



Please fill in the whole form, including official use box using a ball point pen and send it to:

**Computers Unlimited  
The Technology Park  
Colindeep Lane  
Colindale  
London  
NW9 6BX**

### Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

4	1	0	7	2	4
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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**For Computers Unlimited OFFICIAL USE ONLY**  
This is not part of the instruction to your Bank or Building Society

### Instruction to your Bank or Building Society

Please pay Computers Unlimited Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Computers Unlimited and if so, details will be passed electronically to my Bank/ Building Society

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of accounts

This guarantee should be detached and retained by the Payer

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Computers Unlimited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Computers Unlimited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or Building Society. Please also send a copy of your letter to us.