

# Business Account Form

## Section 1- Customer details

### Name:

Surname: \_\_\_\_\_

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

### Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

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

## Section 2- Company or business details

### Company Name:

\_\_\_\_\_

### Company Registration No:

### Company Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Job title: \_\_\_\_\_

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

## Section 3- Account details

### Predicted monthly expenditure:

Up to £500.00 a month

Up to £1,000.00 a month

More than £1,000.00 a month

### Office Use Only

## Section 3- Account details (continued)

### Bank details:

Name of Bank: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account No: \_\_\_\_\_

### Invoice address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

### Payment method (tick)

Cash

Cheque

Card

### Account purpose

Business

Personal

### Card Payment Type (tick) Personal Account only

American Express  Visa Credit

MasterCard  Visa Debit/Delta

Maestro/Switch  Diners Club International

Credit/Debit Card No: \_\_\_\_\_

Security Code: \_\_\_\_\_

Issue No: \_\_\_\_\_

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

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

### Address Card registered to:

House No: \_\_\_\_\_

Street: \_\_\_\_\_

Post Code: \_\_\_\_\_

Sign: \_\_\_\_\_

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

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

above, by signing the above declaration you are agreeing to the terms and conditions of the Personal Account set out on page 2 of this form.

Note: All personal accounts require completion of section 1,3 & 4.

## Business Account Form (cont)

Note: KB CHAUFFEURS aims to provide an efficient service for your bookings made in advance. However, bookings made within 60 minutes will be dependent on our availability.

### (1) Personal accounts require: -

- a) Proof of Identity: Passport or photo driving licence
- b) Proof of Address: Utility bill etc.
- c) A £5 charge is required to set up a Personal Account with KB CHAUFFEURS. This is to be made by Credit/Debit Card only. Please complete the Credit Card details

### Section 4- Account Authorisation

Account No. .... (required field - enter 4 digit no., maybe amended by KB CHAUFFEURS if already taken).

n.b. As KB CHAUFFEURS cannot accept any responsibility for misuse of the account

facility by any member of the account holder's personnel or associates,

we strongly recommend that you enter a 4 digit number which must be quoted

on all bookings by any authorised person(s) (This may be left blank at your discretion)

Please enter details below of authorised people (who can make bookings)

Full Name	Position
1 .....	.....
2 .....	.....
3 .....	.....
4 .....	.....
5 .....	.....
6 .....	.....
7 .....	.....
8 .....	.....
9 .....	.....

### Terms & Conditions of Account

Opening an account with KB CHAUFFEURS makes your business or social journeys that bit easier. When booking your car on account, you simply have to quote your account number and know that you will receive an invoice with all the jobs booked over the last month\* in one go, you will also receive priority as a KB CHAUFFEURS account holder. For the frequent customer or company car booker this saves time and effort and can even be used to track bookings for different departments in one easy step. Our passenger and executive services are all available with an account.

1. Accounts are opened on the strict understanding that payments are made within 14 days of receipt of invoice - invoices are issued on a monthly basis (\*or more frequently if required).
2. Queries regarding a job must be made within 10 days of receiving the invoice, after this period, queries will only be dealt with at the management's discretion.
3. Account customers are not to deduct monies from their invoice unless accompanied by an official credit note from KB CHAUFFEURS .
4. KB CHAUFFEURS cannot accept any responsibility for misuse of the account facility by any member of the account holder's personnel or associates.
5. Personal Account Customers are required to provide Credit/Debit Card Details (in Section 3), by signing the declaration you agree to the following condition: If payment is not forthcoming within the timescale agreed all monies outstanding will be charged directly to that Credit/Debit Card without any further notice.
6. All card payments subject to a 5% surcharge.

Upon completion please return to: KB CHAUFFEURS , 136 Blenheim Road, Harrow, HA2 7AA  
Account is activated 48 hrs after receiving the form – if there are any queries KB CHAUFFEURS will contact you.