

Credit application and payment terms

Please send completed and signed copy to: Ordnance Survey
Romsey Road
SOUTHAMPTON
SO16 4GU

Our reference
Date

Ordnance Survey contact (if known):

Name Room

Department

Phone Fax Email

Please complete all sections in BLOCK CAPITALS

<p>1 Company name</p>	<p>10 Nature of business</p>
<p>2 Company address</p>	<p>11 If subsidiary, state name and address of holding company</p>
<p>3 Postcode/zip code.....</p>	<p>12 Your company registration number</p>
<p>4 Registered office address (if different from above) (including postcode/zip code)</p>	<p>13 Please indicate your company status below Sole trader <input type="checkbox"/> Limited company <input type="checkbox"/> Partnership <input type="checkbox"/> Other</p>
<p>5 Contact name</p>	<p>14 VAT registration number (Please note EU businesses may be liable for VAT if not completed)</p>
<p>6 Job title.....</p>	
<p>7 Phone number</p>	
<p>8 Fax</p>	
<p>9 Email</p>	

(continued overleaf)

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CUSTOMER SERVICE EXCELLENCE

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15 Send invoice to company address?

Yes No

16 Name and address for invoice
(if different from 2 above)

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.....
.....

17 Name and address for delivery of goods
(if different from 2 above)

.....
.....
.....

18 Name and address for statement
(if different from 2 above)

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.....
.....

19 Name of Head of your finance department

.....

20 Account payable phone number

.....

21 Credit limit required

.....

22 Name and address of freight forwarder
(option for overseas customers only)

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Payment terms

1 Due date

Payment in full, of the amount shown on the invoice, is due within 30 days after the invoice date (unless alternative terms have been agreed, in writing, by Ordnance Survey and the customer). If payment is not made by the due date, Ordnance Survey reserves the right to take legal action or to appoint debt collection agents to obtain payment. In that event, all of the costs to Ordnance Survey of doing so will be payable by the customer on an indemnity basis.

2 Overdue payments

Ordnance Survey reserves the right to charge interest at 2% per annum above the base rate of the Nat West Bank plc calculated on a daily basis on all outstanding amounts from the due date of payment to the actual date of payment. If Ordnance Survey charges interest, this will not affect Ordnance Survey's right to take legal action against the customer.

3 Withdrawal of facilities

If the customer is in breach of payment terms and conditions for the supply of any Ordnance Survey products or services, Ordnance Survey reserves the right to:

- refuse to accept any order from the customer until payment of the customer's account is up to date;
- terminate the customer's usual credit and trade discount arrangements;
- refuse to supply the customer with any goods or services, even if already ordered by the customer; and
- refuse to renew any licences at the end of the current term.

4 Reservation of title (for paper mapping products)

'Title' in any goods supplied by Ordnance Survey only passes to the customer once payment in full has been received.

5 Currency

All payments will be made in £ sterling, unless we have agreed otherwise in writing.

6 Delivery/rejection

Ordnance Survey will aim to despatch all valid orders, unless agreed otherwise, within:

- 2 working days in the case of paper mapping.
- 5 working days in the case of digital mapping.

Written notification of any deficiency in or damage to the goods must be given to Ordnance Survey, unless agreed otherwise, within:

- 7 days of invoice date in the case of paper mapping.
- 28 days of invoice date in the case of digital mapping.

Instructions must be confirmed in writing.

The customer cannot reject products after this time. If the customer is a 'consumer' as defined in the *Consumer Transactions (Restrictions on Statements) Order 1976*, this paragraph does not affect the customer's legal rights.

7 Return of goods

Unless exceptional circumstances apply, it is not our policy to exchange or provide a refund for any of our products which we have supplied correctly.

8 Request for a credit account

There will be a delay while enquiries are made and you may be requested to give permission in writing for Ordnance Survey to contact your bank. Ordnance Survey therefore recommend that you make an application well in advance of the first order.

Any information held will only be used for the administration of the credit account, or occasionally for fraud prevention or tracing of debtors. Ordnance Survey may conduct a search with one or more credit reference agencies. Ordnance Survey may also make enquiries about the principal directors with a credit reference agency.

Are you happy for Ordnance Survey to take up bank references if necessary?

Yes No

If you would like to pay for your orders by cheque or payment card until your credit account has been set up please tick this box.

Please sign below to confirm your request for a credit account and acceptance of our payment terms.

Signature.....

Name.....

Company.....

Date.....

9 Enquiries

Please send documents to:

Customer Service Centre
Ordnance Survey
Romsey Road
SOUTHAMPTON
SO16 4GU
United Kingdom

Phone: 023 8030 5030

Fax: 023 8079 2615

Email: customerservices@ordnancesurvey.co.uk

For the latest information on all our products and services, visit our web site at:

www.ordnancesurvey.co.uk