

New Account Application

Public Sector

Part 1 of 2



This form must be completed by the Applicant in full

Full Name of Establishment:	
Method of Funding: (e.g Central Govt, Local Council, NHS, etc.)	
Full Statement/ Invoice Address:	Delivery Address: (if different)
_____	_____
_____	_____
_____	_____
Post Code:	Post Code:
_____	_____
Main Tel:	Main Tel:
_____	_____
Charity Registration No. (If applicable):	

About your Establishment

Date founded:	Number of Staff:	Number of PCs/Notebooks in use:
_____	_____	_____
IT budget last financial year:	Projected IT budget this year:	
_____	_____	
Purchasing contact name:	Contact Number:	
_____	_____	
Email:	Fax:	
_____	_____	
Account contact:	Tel:	
_____	_____	
Email:	Fax:	
_____	_____	
Preferred method of receiving your monthly statement of account: Email <input type="radio"/> Post <input type="radio"/>		
Email address for statement if applicable:	Are you responsible for your own payments: Yes <input type="radio"/> No <input type="radio"/>	
_____	If no please complete the section below	
Payment Authority: _____	Contact: _____	
Full Postal Address: _____		

Post Code: _____		

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1. Delivery will normally be within 5 working days of acceptance of the order. Time is not of the essence and if there are any unforeseeable circumstances where delivery may be delayed, you will be notified. Novatech however can not be held responsible or liable for missed delivery dates or budget deadlines.
2. All orders must have delivery addresses and contract names clearly marked on them. They must also be sent on official letter headed paper, with an order number, and signed by an authorised person.
3. Missing items must be reported in writing within 3 working days of delivery.
4. (a) Faulty goods are to be reported within 14 working days of delivery.
(b) After 14 days all faulty goods have to be returned for repair. All repairs are carried out as quickly as possible, but can typically be expected to take 21 days.
(c) All goods returned for repair must have an authorised returns number, available on request from our technical support department. Novatech can not accept liability for goods returned without a returns number.
5. Novatech does not supply goods on a trial basis.
6. Unopened products can only be returned at Novatech's discretion, however a 20% restocking fee may be charged. All software sales are final.
7. Errors and Omissions Exempt on all goods and invoices supplied.
8. All goods remain the property of Novatech until paid for in full.
9. Payment terms are strictly within 30 days from the invoice date. Invoices not paid within this time will be subject to a surcharge of 2% per month or part month until payment is received in full.
10. For each separate order there will be a delivery charge.

I understand fully the above terms and conditions and agree to be bound by them.

Name of organisation:	
Signature of Authorised Person:	Name of Signatory in Block Capitals:
Position within organisation:	Date:

Office use only

Account Manager's Name:	Rep Code:
Account Manager's Signature:	Directors Signature:
Credit granted: Yes <input type="radio"/> No <input type="radio"/> £	Credit Controllers Signature:
Account Number:	Date: