



**Duffield**  
T I M B E R

GREEN LANE, MELMERBY, RIPON, N. YORKS, HG4 5JB  
TEL 01765 640564 / 640499 FAX 01765 640750  
email: sam.duffield@duffieldtimber.com  
www.duffieldtimber.com

**Credit Application & Agreement**

**PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK (PLEASE INCLUDE FAX NUMBERS) AND RETURN, EITHER ELECTRONICALLY OR BY POST, TOGETHER WITH A SHEET OF YOUR COMPANY'S HEADED PAPER**

Full Trading Name \_\_\_\_\_  
Invoice Address \_\_\_\_\_

Postcode \_\_\_\_\_  
Tel \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Delivery Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Date Established/Incorporated: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Full names of Directors or Partners  
(if sole trader please provide home address): \_\_\_\_\_  
Credit Limit Required £ \_\_\_\_\_

Person/s Responsible  
For Paying Account \_\_\_\_\_  
Buyers Name \_\_\_\_\_  
Email: \_\_\_\_\_

I would like to receive the following by email: Invoices ☐ Statements ☐

If subsidiary please state name of parent company: \_\_\_\_\_

Bank  
Name \_\_\_\_\_ Tel \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Credit References: **PLEASE DO NOT GIVE OTHER TIMBER SUPPLIERS**

1 Name \_\_\_\_\_ Tel \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

2 Name \_\_\_\_\_ Tel \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

3 Name \_\_\_\_\_ Tel \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Applicant hereby agrees to pay all bills in full according to the terms written on the invoices. Our trading terms are 30 days net monthly. Payment to be received by the last day of the month following delivery and the offer of credit facilities is dependent on these terms being strictly adhered to.**

I hereby certify the foregoing to be true to the best of my knowledge and agree to the above terms

Date \_\_\_\_\_ 20 \_\_\_\_\_  
(Signature of Owner/Officer) (Title)

**\*PLEASE NOTE ANY INCOMPLETE FORMS WILL NOT BE PROCESSED**

Chairman: Howard Duffield Managing Director: Duncan Lees  
Directors: N. T. Collinson, A. Duffield, A.D. Flinton  
Registered in England, Company Registration No. 1305703, VAT Registration No. 301 1004 54

## **Privacy Notice**

### **What do we use this information for?**

With the information submitted on this application we will make searches with our credit insurers Euler Hermes and credit reference agency Graydon UK in order to determine whether or not to grant you a credit facility. We will make searches both in respect of your Company and its director. We therefore collect the information that you submit on the credit application form and we will keep a copy of the search results from the credit reference agency.

We will also use this information to process transactions. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested by the customer.

The email address you provide for order processing, may be used to send you information and updates pertaining to your order, in addition to receiving updates, related product or service information.

### **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, protect ours or others rights, property, or safety.

### **How do we keep your personal information secure?**

We are committed to ensuring that the information you provide to us is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorized access, modification and disclosure. Our employees have access to your personal information only on a need to know basis.



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