



Business Account Form

Section 1 – Customer Details

Surname -----
 First Name -----
 Address -----

 Post Code -----
 Telephone -----

Section 2 – Company or Business Details

Company Name

Company Registration No:

Company Address

Post Code -----

Telephone -----

Fax -----

Email -----

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	

Sign ----- Print Name -----

Date----/----/-----

Office Use Only

Section 3 – Account Details (Continued)

Bank details:

Name of Bank -----

Account No -----

Sort code ----/----/----

Invoice address:

Post Code -----

Payment method (Tick)

Cash	<input type="checkbox"/>	Account purpose	
Cheque	<input type="checkbox"/>	Business	<input type="checkbox"/>
Card	<input type="checkbox"/>	Personal (1)	<input type="checkbox"/>

Card Payment Type (Tick) Personal Accounts only

American express	<input type="checkbox"/>	Visa Credit	<input type="checkbox"/>
MasterCard	<input type="checkbox"/>	Visa Debit/Delta	<input type="checkbox"/>
Maestro/Switch	<input type="checkbox"/>	Diners Club International	<input type="checkbox"/>

Credit/Debit Card No. -----

Security Code -----

Issue No. -----

Started date ----/----

Expiry date ----/----

Address Card registered to:

House No -----

Street -----

Post code -----



Note: ALFA CARS UK LTD aim is to provide an efficient service for your booking 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 Alfa Cars. This is to be made by credit/Debit card only. Please complete the credit card details above, by signing the above declaration you are agreeing to the term and conditions of the Personal Account set out on page 2 of this form.

Note: all personal accounts require completion of sections 1, 3 & 4.

Business Account Form (cont)

Section 4 – Account Authorisation

Account No. (Required field – enter 4 digit no., maybe amended by Alfa Cars if already taken).

N.B. as Alfa Cars 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 booking 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



Account Terms & Conditions

Opening an account with ALFA CARS UK LTD 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 Alfa cars account holder.

For the frequent customer or the company car booker this saves time and effort and can even be used to track booking for different department in one easy step. Our passenger, parcel and executive services are all available with an account.

1. Accounts are opened on the strict understanding that the payments are made within 14 days of receipt of invoice. Invoices are issued on a monthly basis (or more frequently if required).
2. If invoices are paid later than 14 days, extra 5% late payment charge will be added to your invoice.
3. 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.
4. Account customers are not to deduct monies from their invoice unless account accompanied by an official credit note from Alfa cars.
5. Alfa Cars cannot accept any responsibility for misuse of the account facility by any member of the account holders personnel or associates.
6. 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 the payment is not forthcoming within the timescale agreed all outstanding payment will be charged directly to the Credit /Debit card without any further notice.
7. All card payments are subject to 5% Surcharge.

Upon completion please return to: Alfa Cars UK LTD (9 Victoria Road Ruislip HA4 9AA) Account is activated 48hrs after receiving the form-if there are any queries ACL will contact you on the number you have provided.