



BT Business Direct

Trade only account pack

Please print this form and complete sections as necessary

Contents:

1. Trade only web account application form

Please complete and return this form in order to obtain login access to a Trade Only web account. Once your account is set up, you can access Trade prices on all of BT Business Direct's product portfolio. If you don't have a credit account, you can buy online using a VISA, MasterCard, Switch or Solo card.

2. Credit account facilities

If you would like the benefit of credit facilities, please also complete this section of the form (section 2). Please note that you MUST also complete section 1 (Trade Only Web account application) and submit both sections at the same time.

www.bt.com/businessdirect

BT Business Direct Ltd
National Logistics Centre
Wingates Industrial Estate
Westhoughton
Bolton
BL5 3XU

Trade Only email: trade@businessdirect.bt.com
Trade Only fax: 0870 429 7081



Please complete all sections on this form

1. Trade only web account application form

About your company

Business name:

.....

Registered office address:

.....

.....

..... Postcode

Main telephone number:

.....

Main fax number:

.....

Invoice address if different from registered address:

.....

.....

..... Postcode

VAT Reg No:

.....

Company Reg No:

.....

Year established:

.....

Legal status? (please tick)

Sole Trader ☐ Partnership ☐ Limited Company ☐ PLC ☐

What is the nature of your business? (please tick)

Retailer (1 store) ☐ System Builder ☐ Retailer (multiple) ☐ VAR ☐

Mail Order ☐ Corporate Reseller ☐ eCommerce ☐ Other (specify) ☐

How many staff does your company employ? (please tick)

1 ☐ 2-9 ☐ 10-49 ☐ 50-99 ☐ 100-249 ☐ 250+ ☐

If you know your BT Business Direct account number, write it here:

.....

Website address:

www.

About you

Business name:

.....

First name:

.....

Surname:

.....

Your email address: (this will be your login name)

.....

Password: (your password can contain letter and numbers, but no spaces.

It must be between 6 and 12 digits)

.....

Your direct telephone:

.....

Your direct fax:

.....

Select the role that most closely matches your position: (please tick)

Owner ☐ Managing Director ☐ Board Director ☐ Manager ☐

Supervisor ☐ Team/Project Leader ☐ Assistant ☐ Other ☐

Which department do you work in? (please tick)

Multiple ☐ Managing ☐ Logistics ☐ Finance ☐

Facilities ☐ Sales ☐ Purchasing ☐ IT Systems ☐

Personnel/HR ☐ Other (specify) ☐

Online preferences

Add/edit/remove addresses: YES / NO

View orders: ~~OWN ORDERS ONLY~~ / ALL ORDERS

View credit/sales information: YES / NO

Purchase on credit: YES / NO

Add/edit/remove payment methods: YES / NO

Amend orders: ~~OWN ORDERS ONLY~~ / ALL ORDERS

Send invoices to: MAIN ADDRESS / USER'S ADDRESS

Maximum order value: £

NB. Where already deleted, these are default privileges for admin users.

Authorisation

If you are not the owner of the business, or you are not a Director, you will need to have this form authorised by a senior representative of your company.

Authorised By: (print name) Signature: Date:

Please complete all sections of this form to apply for credit facilities.
You will also need to complete Section 1 and submit this at the same time.



2. Credit account application

Bought ledger contact information

Name:

.....

Telephone:

.....

Fax:

.....

Email address:

.....

Company trading information

UK company annual turnover:

.....

Issued Share Capital:

.....

Estimated annual spend as BT Business Direct:

.....

Credit limit requested:

.....

Bank reference information

Bank account no:

.....

Sort code:

.....

Bank name:

.....

Bank reference contact name:

.....

Registered office address:

.....

..... Postcode

Tel no. for bank reference contact:

.....

Fax no. for bank reference contact:

.....

Trade reference information

Company name:

.....

Credit limit:

.....

Payment terms:

.....

Trade reference contact name:

.....

Address for Trade reference contact:

.....

..... Postcode

Tel no. for trade reference contact:

.....

Fax no. for trade reference contact:

.....

Signature

"I have read and agreed to abide by the BT Business Direct Conditions of Sale at www.bt.com/businessdirect/conditions, including the 30 Day Payment Terms. I authorise BT Business Direct to make status enquiries with a credit referencing agency, if necessary."

Print name:

.....

Signatures:

.....

Position:

.....

Date:

.....

Final check

Please check all of the information provided then return BOTH of your completed forms (you must complete and submit both form 1 and 2) to:

Trade Account Applications,
BT Business Direct Ltd, National Logistics Centre,
Wingates Industrial Park, Westhoughton, Bolton, BL5 3XU
or Fax on: 0870 429 7081

Please return with a copy of your letter headed paper