

New Company Form

1. Company Details:

FULL COMPANY NAME	
COMPANY REG NO.	
VAT NO	
REGISTERED OFFICE ADDRESS	
HEAD OFFICE ADDRESS	
HEAD OFFICE TEL NO.	

2. Accounts Office Details:

ACCOUNTS CONTACT	
INVOICE ADDRESS	
INVOICE EMAIL ADDRESS	
PURCHASE ORDER REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>

All invoices are due within 14 days of invoice date unless otherwise agreed in writing with a Tradeline Recruitment Director.
 Please note: all invoices will be subject to VAT as the Domestic Reverse Charge does not apply to Employment Businesses.

I certify the above details are correct, that I agree to Terms of Business on pages 2 - 6 and that all approved hours worked will be paid within the terms agreed.

Print name

Signature Dated / /

For Office Use Only:

Customer Ref No. Date Received Agreed Credit Limit