



Online Trade Credit Account Form

Pay nothing for up to 30 days.

Enjoy flexible credit with all your purchases online

Financial Flexibility:

Shopping for your business has never been so convenient.

- Up to 30 days to pay with no fees or charges (30 days from the end of the month of purchase)
- No annual fee
- Direct debit payment
- VAT invoicing available for all transactions
- Monthly statements with a record of your purchase
- Free additional account holders

Apply today!

Here's how:

- Create a web account at Staples.co.uk
- Visit the credit centre located to the bottom of the homepage
- Download, print and fill in all the relevant sections of the application form
- Collate all required business identification
- Complete the direct debit form

You are ready to submit your application

Two easy ways to submit your application

- By post: Customer Services, Staples Online UK, Aqueous 3, Aston Cross Business Village, Rocky Lane, Birmingham, B6 5RQ
- By email to onlinecreditaccountuk@staples-solutions.com

Payment Details

- Payment by BACS should be made to the account detailed below:
Account Name: Staples UK Online AR
Sort Code: 60-92-42
Account: 41472985

Contact us



Write to us at
Staples UK Ltd.
Aqueous 3
Aston Cross Business Village
Rocky Lane
Birmingham
B6 5RQ



Email us at
onlinecreditaccountuk@staples-solutions.com



You can call us at
0333 3001334*



Staples Online Trade Credit Account Application Form

Business name _____

Business address _____

_____ Post Code _____

Existing account number (if applicable) _____

Telephone number (must provide landline number) _____ Mobile number _____

Email address 1 (required)

Email is our primary contact method. Please provide the same email address which you will be using as your web log in on Staples.co.uk.

We will send your invoices and statements to this email.

Email address 2 (optional)

If you would like to receive invoices and billing statements to a different email address, please state here. If not, we will use email address 1 to send all invoices and statements.

Contact Name _____ Job Title _____

Invoice Address (if different from above) _____

_____ Post Code _____

Type of Business _____

Government dept/Institution Partnership Sole Trader Limited Other

Other (Please state) _____

Company Registration Number _____

Charity Registration Number (if applicable) _____

Section A – Director/Partner 1

Name _____

Home Address _____

_____ Post Code _____

Date of Birth (DD/MM/YY) ____/____/____ Length of time at address ____ years ____ months

Previous address (if less than 2 years) _____

_____ Post Code _____

Section B – Director/Partner 2

Name _____

Home Address _____

_____ Post Code _____

Date of Birth (DD/MM/YY) ____/____/____ Length of time at address ____ years ____ months

Previous address (if less than 2 years) _____

_____ Post Code _____



Account Holders Information:

Please note we require the signature of each account holder. Additional account holders can be requested in writing.

Account holder 1

Title _____ Name _____

Job Title _____ Signature _____

Account holder 2

Title _____ Name _____

Job Title _____ Signature _____

The credit provided will be subject to status. If accepted you will be informed of your limit along with your new account details.

Please read and sign this agreement

By signing this agreement you declare that

- You have read and understood the terms and conditions.
- The information given by you is correct at the time of applying.
- You are authorised to bind the Account holder to this agreement by signing it.
- You give your consent that Staples UK may carry out a credit check on all business principals named if we deem this to be appropriate.
- We may transfer any information relating to your account between authorised credit agencies and affiliates of Staples in Europe (for the purpose of credit management of the account) and outside Europe (see full terms and conditions).

Print Name _____ Job Title _____

Signature _____ Date of Birth (DD/MM/YY) ____/____/____

Signed for and on behalf of (business name) _____

Important

Please include a copy of the required identification for your business type. Please tick appropriate box.

Ltd company/PLC/Registered charity – ID must be either

Company cheque Company paying in book Company debit/credit card

Sole Trader, Partnerships and associations – ID must be one primary and one secondary

Primary ID: Driving License Passport

Secondary ID: Business debit/credit card Bank paying in cheque book

Schools and Government bodies

- If your school is managed by a local education authority, please request them to complete this form on your behalf
- If your school is an academy or a member of a group of academies, please complete the application form yourself along with the requested identification for your business type
- If you are any other government body then please complete and submit the application via your normal financial/credit application routes

We will send your statements electronically to your email address. If you would like to receive a paper copy of your invoices/statements please tick this box

From time to time, we and/or our affiliates may inform you of details about products, services or exclusive offers available through Staples. We may also use appointed agencies to co-ordinate the marketing of our products but will never pass details to anyone else for the purpose of marketing their products. If you DO NOT wish to receive any offers or information besides Online Trade Credit Account, please tick this box

(please sign to indicate proof of identity meets the Staples criteria)

Print Name _____ Signature _____

Email address _____ Date (DD/MM/YY) ____/____/____ Maximum credit limit agreed _____

*Customer Services are open Monday to Friday 8:30 – 17:30, normal landline phone charges apply. Customer services contact number 0333 300 1334.



Staples Online Trade Credit Account Terms and Conditions General: The words 'we' and 'us' refer to **Staples UK Limited** (Staples Online/Staples.co.uk is a division of Staples UK Limited). The word 'You' refers to the Account Holder specified in this Agreement. 'Agreement' means the contractual relationship between us and the Account Holder to which these terms and conditions apply. 'Account Holder' means any person issued with an account by us. This Agreement will take effect on the date of its signature by us. An account will be opened in your name, you will be the Account Holder and we will issue you with an account for each employee, partner or director nominated you ('Account User') and accepted by us. In accordance with these conditions, you can allow the Account User(s) to use the account for payment of all goods on the account, even when such purchase may be in excess of the account or, where applicable, an individual Account User's credit limit as approved by the Account Holder. The account can be used for purchases for professional use or for business purposes of the Account Holder Online supplied either via the Staples website www.staples.co.uk or by the Staples UK telephone order line only. No liability or accepted by us if a) you, or an Account User, are unable to use the account, or b) we are unable (directly or indirectly) to comply with our obligations under this Agreement due to any cause beyond our reasonable control, including but not limited to industrial action, data processing or transmission link failure. We reserve the right to vary all or any of the terms and conditions of this Agreement, including the credit limit, by giving seven (7) days' written notice to you. Any waiver or indulgence granted by us shall not affect our rights. We may transfer our rights and/or obligations under this Agreement. The Agreement shall be personal to you and you will not permit any person other than the additional account user(s) to use the account issued to him/her by us. These terms and conditions do not affect the general sales conditions of Staples UK Limited (Staples UK Limited, Online or Staples.co.uk is a division of Staples UK Limited) which shall prevail in case of discrepancy. We occasionally record or monitor some of our telephone calls in order to ensure that what is said is correct. When such telephone conversations are recorded, we undertake not to make the recordings available to anybody outside the organisation, nor will the recordings be used for any other purpose (unless legally necessary). All recordings are stored securely, and will be erased when their purpose is served.

Repayments: We will send you monthly statements listing the purchase made during the preceding month. You must pay for transactions made during the previous month plus the amount of any other charges shown on your statement. If payment of all due amounts on the account is not made in full by the date specified on the statement, we reserve the right to introduce a penalty of 1% per month or part thereof. This will commence on the day following the payment date if your account balance is not paid in full. We reserve the right to charge interest on late payments, inclusive of any penalties incurred. We also reserve the right to debit your account with the costs for any formal communication issued by us, or on our behalf, in recovering any overdue amounts. Payment should be made to us or to such other person who will receive payments on our behalf as we may notify you from time to time. Provided you repay any outstanding balance, you may close your account at any time. We may close your account and require you to pay any amounts due on it at any time by giving you written notice. We may also suspect or restrict the right of all or any Account Users to use their account and reserve the option to cancel all or any of the accounts at any time. Full settlement of the total outstanding balance will become immediately due and payable on demand if a) you become bankrupt or due, b) being a limited company, you have a petition for the making of an administration order, or for the compulsory or voluntary liquidation presented, or a receiver is appointed over all of your assets, c) you cease to trade or threaten to cease to trade, or d) you fail to observe or perform any of the terms and conditions of this Agreement.

E-billing: Any customer who provides an email address will automatically be opting in to receive paperless invoices from us.

Use of Your Information: From time to time, the personal information that you will provide to us, or that will be generated under this Agreement, will be collected and processed by us as database owners for the purpose of direct marketing (subject to your consent if required), credit checking and product purchase history by ourselves and other Staples group companies. Pursuant to the applicable data protection legislation, you will be entitled to object at any time against the use of your personal data for direct marketing purposes by calling customer services on 0333 300 1334* or writing to them at Staples UK Limited, Aqueous 3, Aston Cross Business Village, Rocky Lane, Birmingham, B6 5RQ or sending an email to our advisors, such as lawyers, accountants, regulatory authorities or other governmental administrations. As we operate internationally, we may also need to make your records available to companies within our group and/or branches which may be located outside the European Union for the purposes listed here above. We will not disclose, use, give or sell any personal information to third parties for any purposes other than to our suppliers and other third parties who need to know in order to deliver services on behalf of Staples unless required to do so by law. In all cases, you will be entitled to access personal data held about you and to have inaccurate data corrected or removed. To that effect, you may write to apply for access to data or correction/removal of data to Account Services, Staples Online Trade Credit Account, Staples UK Ltd (Staples UK Limited, Online or Staples.co.uk is a division of Staples UK Limited), Hampden Court, Kingsmead Business Park, Frederick Place, High Wycombe, Bucks, HP11 1JU. Further information account privacy protection with respect to personal data processing is available from the Office of Data Protection Registrar. You consent to the transfer of data we hold about you to other affiliates of Staples in the UK and Europe. A full copy of our privacy policy can be consulted on staples.co.uk or obtained by contacting Staples on 0333 300 1334*.

Our Details: Staples Online Trade Credit Account is operated by Staples UK Limited (Staples UK Limited, Online or Staples.co.uk is a division of Staples UK Limited). Registered office: Staples UK Ltd, Hampden Court, Kingsmead Business Park, Frederick Place, High Wycombe, Bucks, HP11 1JU. Account enquiries are handled by Staples Business Account, Staples UK Ltd, Hampden Court, Kingsmead Business Park, Frederick Place, High Wycombe, Bucks, HP11 1JU. Telephone 0333 300 1334**.

Direct Debit Guarantee: To be detached and retained by you. This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protested by our own Bank and Building Society. If the amounts to be paid or the payment dates change, Staples UK Limited will notify you ten (10) working days in advance of your account being debited or as otherwise agreed. If an error is made by Staples UK Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your bank of the amount paid. You can cancel a direct debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to us.

*Business Accounts are open Monday to Friday 9am - 5pm, normal landline phone charges apply.

** Customer Services are open Monday to Friday 8:30am - 5:30pm, normal landline phone charges apply.



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Staples UK Limited
Hampden Court
Kingsmead Business Park
Frederick Place
High Wycombe
HP11 1JU

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Reference (Staples Use Only)

Service user number

9 5 7 4 1 0

For Staples UK Limited official use only
This is not part of the instruction to your bank or building society.

Please enter your email address below:

.....
This email will be used to pre notify you of your direct debit collection amount and date.

Instruction to your Bank or Building Society

Please pay Staples UK Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Staples UK Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI 17/16

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Staples UK Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Staples UK Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Staples UK Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Staples UK Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.