



Express Fire Equipment Ltd, Units 3-4 Mersey Road Industrial Estate,
Mersey Road North, Failsworth, Manchester M35 9LU.

Tel: 0161 688 5050

Fax: 0161 688 5151

www.expressfire.com

info@expressfire.com

Dear Sir/Madam,

Thank you for your interest in working with Express Fire Equipment Ltd.

In order to set up your account, please can you complete the New Customer Account Application Form and return this with **a signed copy of our Terms and Conditions along with a copy of your company letter head**. The above documentation should be returned by fax to 0161 688 5151 or by post to the address above marked for the attention of Hayley D. Jones.

Once your application has been received, the trade references you have provided will be contacted and a trade account will be set up in line with our Terms and Conditions of sale once satisfactory references have been received.

Please note that Express Fire Equipment Ltd. currently uses an invoice discounting company with reference to the payment of invoices and all indebtedness should be paid directly to them. Confirmation of payment details will be sent after you receive your first invoice.

If you have requested a price catalogue, this will be dispatched to you as soon as possible by first class post.

If you wish to place an order before your trade account is opened then you can use the attached fax order form to place your. Payment can be made cheque, electronic transfer or credit card (cleared funds must be received before the order is dispatched).

If you require any additional information or assistance, please do not hesitate to contact us and we look forward to working with you.

Yours faithfully,

On behalf of Express Fire Equipment Ltd.



New customer account application form.

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 Tel: 0161 688 5050 Fax: 0161 688 5151 www.expressfire.com

FACSIMILE TRANSMITTAL SHEET

About your company:

Company Name	
Address	
Postcode	
Telephone number	
Fax number	
Website	
Email address	
Contact name	
Accounts contact:	
Telephone number (If different from above)	
Company registration number	
VAT registration number	

References:

Please provide contact information of two trade references:

Name:		Name:	
Address:		Address:	
Contact Name:		Contact Name:	
Contact telephone:		Contact telephone:	
Email address:		Email address:	

Please note that for orders placed before trade references have been contacted then payment must be received in advance of the order being despatched.

I confirm I have included a **company letterhead** and that I have included a signed copy of Express Fire Equipment Ltd's terms and conditions of trading. I am duly authorised to sign on behalf of the company detailed above:

Name:.....

Signature:.....

Position:.....

Date:.....



FAX ORDER FORM:

Name:	Shipping address (if different from billing)
Company:	Attn:
Purchase order no:	Company:
Billing address:	Address:
Postcode:	Postcode:
Phone:	
Fax:	
Email:	

Qty	Part Number	Description	Unit Price	Total
Total				

Shipping:
Please indicate your preferred delivery method below.

Date items required:					
Standard delivery		Saturday delivery		Pre 9am delivery	

Payment:
You will be invoiced for your order once the goods have been dispatched. Should you wish to pay by credit card please complete the section below:

Visa

 MasterCard

 Switch:

Name on card:	
Signature:	
Company name on card:	
Card billing address:	
Credit card number:	
Start date (e.g. 00/2005)	
End date (e.g. 00/2005)	
Issue number (Switch only)	
CVV code (3 digit)	

Please note that shipping charges may be added to the above. Please read our 'Terms and conditions' for more information.

I have read and agree to Express Fire Equipment Ltd terms and conditions			<input type="checkbox"/>
Name:	Signature:	Date:	



General:

The terms and conditions described in this document apply to each and every sale from Express Fire Equipment Ltd. including telephone, fax, website and in person orders.

All purchases made from Express Fire Equipment Ltd. are subject to the terms and conditions detailed here unless specified in writing by an authorised representative of Express Fire Equipment Ltd.

Each and every order received by Express Fire Equipment Ltd., is deemed as an acceptance of these Terms and Conditions which will govern each and every sale/contract made or entered into by Express Fire Equipment Ltd. as a supplier.

Express Fire Equipment Ltd. reserves the right to make amendments to these terms and conditions at any time. A copy of the current Terms and Conditions is available from the address below or via our website at www.expressfire.com.

Company information:	Products are supplied by Express Fire Equipment Ltd.
Company Reg No:	04183211
Trading Address:	Units 3-4 Mersey Road Industrial Estate Mersey Road North Failsworth Manchester M35 9LU

Pricing:

Published prices do not include VAT, insurance, carriage, packaging or administrative charges or any other applicable sales tax or duty: all of which may be added to the net price of goods where applicable. All prices are quoted in UK pounds (£) sterling and payment should be made in this currency.

Prices as detailed in our current price catalogue replace all previous pricing information. Express Fire Equipment Ltd. reserves the right to change product prices and specifications without prior notice. Variations to the published prices may only be issued by an authorised representative of Express Fire Equipment Ltd. in writing and may be valid only for a specified time period based upon minimum order requirements.

Quotation request:

Only written quotations signed by a Director of Express Fire Equipment Ltd are valid. All quotations are valid for a period of 7 (seven) days from date of issue unless otherwise stated. Quotations are only valid for one order and subsequent invoices for the same products will be charged at the standard catalogue list price. Quotations are subject to the availability of goods and Express Fire Equipment Ltd, shall have the right to substitute goods or materials of a similar or equivalent nature and/or value.

Ordering:

Orders from customers can be accepted in person, by telephone and by fax or email. All orders should be accompanied by an official purchase order which will be requested at the time of ordering. If no purchase order is supplied by the customer, the name of the person placing the order will be accepted as a purchase order. Responsibility for providing a purchase order rests solely with the Customer. Express Fire Equipment Ltd. accepts no liability for goods ordered without a written purchase order.

Product & Information Alterations:

Express Fire Equipment Ltd. reserves the right to make alterations to or withdraw products without notice or liability. Express Fire Equipment Ltd. reserves the right to substitute goods or materials of a similar or equivalent nature and/or value.



Suitability of Products:

Express Fire Equipment Ltd. makes no representation that any product or service referred to in our catalogue or web site will be appropriate for use in locations other than those implied. It is the responsibility of the Purchaser to locate, use and maintain equipment in accordance with their responsibilities.

Warranties:

The warranties offered on products sold by Express Fire Equipment Ltd. vary according to product. Please ask for more information when you order. All warranties and guarantees are subject to compliance with the manufacturer's standard operating and maintenance instructions.

VAT:

VAT is not included in the published price. VAT is charged at the current rate.

Payment Terms:

Authorised credit accounts terms are strictly 30 days net from date of invoice, except by prior written agreement from an authorised representative of Express Fire Equipment Ltd. An official invoice will be sent once the goods have been dispatched. If any sum payable is not paid when due, that sum will bear interest from the due date until such time as payment is made in full (in cash or cleared funds). Express Fire Equipment Ltd. will be entitled to suspend credit services for any non-payment of account. All credit accounts are subject to board approval by the Company Directors and Express Fire Equipment Ltd. reserve the right to refuse credit accounts without explanation. All accounts may be submitted for third party verification and approval. All debts may be transferred to a third party invoice discounting company.

Non-account customers – payment must be received and cleared before the order is dispatched and payment may be remitted by cash, electronic transfer, cheque or debit/credit card. All payment must be made in UK £ Sterling and payment must include VAT at the current rate.

Payment by credit card:

We are able to accept payment by credit card (Visa and MasterCard). Please note that we are not able to accept American Express or other types of credit card. Where credit cards are used to pay aged debts on account the surcharges detailed below, as levied by the card processing company, will apply. Please note that no surcharge will apply for any payments by debit card or where payment is received by credit card in advance of an order being dispatched by Express Fire Equipment Limited.

Invoice Value	CC Surcharge
£0.00 - £100.00	£2.60
£100.00 - £200.00	£5.20
£200.00 - £300.00	£7.80
£400.00 - £500.00	£13.00
£500.00 - £600.00	£15.60
£600.00 - £700.00	£18.20
£700.00 - £800.00	£20.80
£900.00 - £1000.00	£26.00
£1000.00 - £1500.00	£39.00
£2000.00 +	£52.00

Returning Goods:

Goods which have been ordered in error, may be returned subject to a 20% handling charge plus appropriate carriage fees. A returns request form should be completed and enclosed with all returned goods. All goods must be returned to us in their original packaging and must be as new in suitable condition for re-sale. All refunds will be credited to your account within 30 days of returning the goods.



Claims for damage or deficiency must be notified strictly within 3 days of receipt of goods and Express Fire Equipment Ltd. is not able to accept claims for damaged items that have been signed for as in good order.

Non-stock items:

Express Fire Equipment Ltd. is able to source and supply non-stock items for our customers. All non-stock items supplied are excluded from our returns policy and are non-returnable unless faulty. Please note that not all items listed in the price catalogue are stock items.

Delivery:

All goods are despatched by a third party courier service and must be signed for upon receipt by the customer. All deliveries should be checked as being in good order before being accepted by the customer. Deliveries may be made anytime between 8am and 5.30pm and Express Fire Equipment Ltd. accepts no responsibility for late deliveries or deliveries made outside of these time periods. If the purchaser fails to take delivery, for any reason, the goods will be deemed to have been delivered and Express Fire Equipment Ltd. may, without prejudice, redeliver the goods at a later date at an additional cost to the purchaser. Express Fire Equipment Ltd. cannot process a claim for damaged goods if the goods have been signed for as having been received in good order by the customer.

Normal delivery is next-day for package deliveries and 3 days for pallet orders (UK mainland only) and is subject to the following charges. All prices are quoted excluding VAT.

Parcel orders (under 100kg approximately):

Parcel orders are charged at £9.50 per consignment up to 20kg, + £0.30 additional per kilo thereafter. Parcel orders over £250.00 (net) are carriage free on a standard next day service.

Pallet orders (over 100kg approximately):

Normal delivery is 3 days for stock items. Orders over £500.00 are carriage paid on a 3 day service.

Pallet orders over £500.00 on a requested next day service are charged at £16.00 per pallet. Pallet orders under £500.00 on a 3 day service are charged at £42.00 per pallet.

To upgrade to a next day service, add £16.00. Timed deliveries (pre 9am, pre 10.30am and pre noon) are also available. Please ask for prices.

Northern Ireland and outlying UK mainland (including Scottish Highlands and non UK mainland):

Standard 3 day service only:

Parcel orders: £20.00 per consignment up to 20kg. Additional weight thereafter £0.85 per kg.

Pallet deliveries: £75.00 per pallet

Prices to Southern Ireland and other destinations are available upon request.

We offer a third party despatch service free of charge. You need to supply a copy of your delivery note and any other information by fax or email. Due to circumstance beyond our control, charges may vary and deliveries cannot be guaranteed. All goods must be checked by the recipient before the consignment is accepted. Express Fire Equipment Ltd. cannot accept any responsibility for damaged items that are signed for as being received in good confirmation by the customer.

General:

These Terms and Conditions may only be varied or amended in writing and duly signed by a Director of Express Fire Equipment Ltd. The formation, existence, construction, validity and all aspects whatsoever of the contract or any item of the contract will be governed by English law. The English Courts will have exclusive jurisdiction to settle any dispute which may arise out of, or in connection with the contract. Both Express Fire Equipment Ltd. and the purchaser agree to submit to that jurisdiction.



Termination:

Express Fire Equipment Ltd. may, by way of written notice, terminate the contract immediately if the purchaser is in material breach of the contract, enters into insolvency, bankruptcy or any arrangement or situation which has a like effect.

Transfer of Ownership:

Notwithstanding delivery and the passing of risk, property in and title to the goods shall remain with the seller until the seller has received payment in full (in cash or cleared funds) of (a) all goods and/or services the subject of the contract and (b) all other goods and/or services supplied by the seller to the buyer under any contract whatsoever. Payment of the full price shall include, without limitation the amount of any interest or other sum payable under the terms of this and all other contracts between the seller and buyer.

I confirm acceptance of the above terms and conditions on behalf of the company below. I confirm that I am an authorised representative of the company below and am I duly authorised to sign below:

Company name:

Signature: Print name

Designation: Date:.....