



COMMERCIAL IN CONFIDENCE

Please ensure ALL SECTIONS are completed and then return by fax to 0871 231 1921. Please complete the form using capital letters for legibility. (Internet Form)

Account Manager

COMPANY DETAILS

Trading name

Address

Telephone

Fax

E-mail

Web

Nature of business

Registered name (If different from trading name)

Registered address

Registration number

Date of formation

VAT number

Accounts department contact name

Contact telephone number

Purchasing department contact name

Contact telephone number

Would you like to receive your invoice by email?

Yes No

If yes, please supply the appropriate email address

How did you hear about Upgrade Options Ltd?

BANK DETAILS

Bank name

Bank address

Sort code

Account number

COMPANY DETAILS

How many sites does the company operate from?

How many staff in total?

What computer systems do you operate? e.g. HP, Dell

How many computer systems do you operate?

What was last years turnover for the company (£)?

YOUR SYSTEMS

What core accounting/sales package do you run? e.g. SAP, Oracle, JD Edwards, SAGE, Navision, Great Plains

Do you have any integrated suppliers whom have a link to your systems? e.g. EDI, FTP, XML, etc...

Yes No

Upgrade Options CAN create such links. Would you like to link in this way with us?

Yes No

YOUR PREFERENCES

What do you most value from a supplier?
Please rate each 1-10, where 10 is the highest priority

Price	<input type="checkbox"/>
Ability to integrate systems	<input type="checkbox"/>
Personal Account Manager	<input type="checkbox"/>
Product range	<input type="checkbox"/>
Price updates	<input type="checkbox"/>
Product Knowledge	<input type="checkbox"/>
Service	<input type="checkbox"/>
Availability	<input type="checkbox"/>

Other (please describe)

How do you obtain your industry news?

Email broadcasts Yes

Magazines Yes

Newspaper Yes

Please name your favorite:

Radio station

Leisure website

Would you like to subscribe to our email newsletters?

Yes No

If yes, please provide your e-mail address

Thank you for taking the time to complete this questionnaire. The Upgrade Group continue to work towards exceeding their clients expectations. As part of this ongoing exercise a senior manager may call from time to time to enquire as to the service levels your company is receiving from ourselves.

Please note

1. *Payment* is strictly 30 days from date of invoice.
2. *Credit limits* will not be exceeded; orders which put the account in excess of the agreed limit will not be processed until the account is reduced accordingly.
3. *The goods* will remain the property of Upgrade Options until they are paid for.
4. *Upgrade Options* reserve the right to close the account at any time.
5. *All sales* are subject to our full terms and conditions of trade. (Copy available on request).
6. *Please provide* a company letterhead with your application.

Amount of credit required (£)

 per Month

Customers Authorised Signature*

Name

Position

Date

* Please ensure the individual signing the form has the legal authority to sign the contract.

For Upgrade Options use only

A/C number