

# Office Ink



26 Greek St, Stockport , SK3 8AB  
Tel 0161 394 1885 , email [accounts@officeink.uk](mailto:accounts@officeink.uk)

Credit / Trade Account

Business Name

Ltd Company Name / Sole Proprietor / Partnership Name.....

Tel ;..... Email.....

Delivery Address .....

.....

Postcode..... Date established .....

Type of business.....

Regular items required ( specific ink code / paper gsm / Toner code )

1..... Monthly qty.....

2..... Monthly qty.....

3..... Monthly qty.....

Accounts Contact Name .....

Accounts Tel ..... Email.....

**I have read and accept the terms + conditions of credit for and on behalf of**

Client Business Name.....

Signed ..... Date .....

Print Name.....

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## Terms and Conditions for Credit Account

### 1. Introduction

These Terms and Conditions govern the credit account provided by Office Ink (Company) to its business clients ("Client") for purchasing stationery items via our online platform. By applying for and using the credit account, Clients agree to be bound by these terms.

### 2. Application for Credit Account

- Clients must complete a credit application form and provide all required documentation.
- The Company reserves the right to approve or reject applications based on its assessment of the Client's creditworthiness and business needs.

### 3. Credit Limit

- A credit limit will be established for each Client's account based on the assessment of the application.
- The Client will be notified of their credit limit upon account approval. The Company reserves the right to adjust the credit limit at its discretion.

### 4. Terms of Payment

- Invoices are issued at the time of order and are payable within 14 days from the invoice date.
- Payment must be made in full by the due date to avoid interest charges.

### 5. Interest on Late Payments

- Interest may be charged on all overdue amounts at 2% per month or the maximum rate permitted by law, whichever is lower.

### 6. Order Processing

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- Orders will be processed upon credit approval.
- The Company reserves the right to refuse shipment or delivery of goods if the Client's account is overdue or exceeds the credit limit.

## 7. Returns and Refunds

- Returns of products must be made in accordance with the Company's Return Policy.
- Refunds for returned goods will be processed as credits to the Client's account, not as direct payments.

## 8. Account Review and Suspension

- The Company may review the Client's account and financial status periodically.
- Credit accounts may be suspended or closed if the Client fails to comply with these terms, including failure to make timely payments.

## 9. Dispute Resolution

- Any disputes related to the credit account must be notified to the Company within 30 days of the invoice date.
- Disputes will be handled through negotiation and, if necessary, through mediation or arbitration.

## 10. Amendments

- The Company reserves the right to amend these Terms and Conditions at any time. Changes will be communicated to the Client in writing.

## 11. Governing Law

- These Terms and Conditions shall be governed by and construed in accordance with the laws of UK

## 12. Contact Information

- For any inquiries or notification related to the credit account, Clients should contact [accounts@officeink.uk](mailto:accounts@officeink.uk)