

EDEN CATERERS LTD SUPPLY FORM

Thank you for your interest in supply from Eden. In order for us to establish the correct contacts within your company and/or to enable you to order on credit supply basis please complete this form in full.



THE COMPANY or ORGANISATION NAME to be used for your invoices

PRINCIPAL DELIVERY ADDRESS this will be the default delivery address:

Post Code:

COMPANY SWITCHBOARD TELEPHONE No:

YOUR COMPANY WEB ADDRESS:

MATURITY was the organisation formed less than 1 year ago?

YES/NO

MAIN ORDERER

He/she will receive new menus by email & post

NAME

TEL No

EMAIL ADDRESS:

POSTAL ADDRESS

(if different to delivery address above:

POSITION:

SUPPLY DECISION CONTACT —if different to the main orderer.

Who we have to keep impressed and address any queries to. He/she will be sent new menus by email.

NAME

TEL No

EMAIL ADDRESS:

POSITION:

ORDER NUMBER

Must all orders from you have a PO number on them in order to effect payment? If so, your account will be set up to require a PO number to be given to us at the time of ordering.

Does your accounts department require a PO number to be on our invoice in order to make payment? **YES/NO**

INVOICES

We send our invoices to you by email, the day after delivery. By default the invoice will go to the email address of the orderer.

You can however elect to have them all sent to another email address eg. accounts.

If you do not enter another address your invoices will be sent to the orderer.

Do not send our invoices to the orderer but always to this email address:

PAYMENT

Payment for orders can be by credit/debit card or on 14 day credit supply. Full completion of this form will allow orders to be placed on a 14 day credit basis.

Would you like a credit account? **YES/NO** If you have selected **NO**, we will require card payment with order.

ACCOUNTS CONTACT

Who we chase for payment, in the unlikely event of you getting behind! This person will also receive our monthly statements.

NAME

TEL No

EMAIL ADDRESS:

POSTAL ADDRESS

(if different to delivery address above:

POSITION:

SIGNATURE OF APPLICANT:

NAME IN BLOCKS:

POSITION:

DATE:

Please either **POST to:** Eden Caterers Ltd, 199 Hercules Road, London SE1 7LD
or **FAX to:** 020 7803 1213

Thank you for taking the time to complete this form