

# To A. Boville Wright Ltd.



Please set up access to your e-commerce website for the following users.

We can confirm that the users so designated are authorised to place orders on behalf of the company. All orders will be placed subject to the terms and conditions attached (and available on the website)

Signed \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position \_\_\_\_\_

### On behalf of:

Company: \_\_\_\_\_

### Authorised User 1:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

<sup>(1)</sup>E-mail \_\_\_\_\_ Tel: \_\_\_\_\_

Position \_\_\_\_\_ <sup>(2)</sup>Place Orders  or Enquire Only  (Please tick)

<sup>(3)</sup>Preferred User Name \_\_\_\_\_ <sup>(4)</sup>Preferred Password (min 4 characters) \_\_\_\_\_

- <sup>(1)</sup>Email address required for order confirmations
- <sup>(2)</sup>Please tick relevant box to indicate users permissions
- <sup>(3)</sup> & <sup>(4)</sup>: We will try to allocate you these identifiers, subject to them being unique in our database. (You will be able to change the password yourself at a later date.)

### Authorised User 2:

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

<sup>(1)</sup>E-mail \_\_\_\_\_ Tel: \_\_\_\_\_

Position \_\_\_\_\_ <sup>(2)</sup>Place Orders  or Enquire Only  (Please tick)

<sup>(3)</sup>Preferred User Name \_\_\_\_\_ <sup>(4)</sup>Preferred Password (min 4 characters) \_\_\_\_\_

Please list any additional users on a separate sheet. Please Post to: **A. Boville Wright Ltd, 127-128 High Street, Uxbridge, Middlesex, UB8 1DJ** or Fax to **01895 450323**. As soon as we receive these details, we will send you confirmation of your usernames and passwords.

#### TERMS AND CONDITIONS OF TRADING

These terms and conditions can only be varied with the express written agreement of the company and will override any differing terms and conditions in the customer's order.

##### 1. ORDER/DELIVERY/RETURNS

- 1.1 Claims for non-delivery, damaged or short delivery must be notified to the company within three days
- 1.2 No return goods will be accepted without the prior agreement of the company. A handling charge maybe made (our errors and omissions excepted). Please refer to our "not required returns policy" a copy of which will be supplied on request.
- 1.3 The company reserves the right to invoke a minimum order value if it considers it appropriate

##### 2. PRICES

- 2.1 All prices quoted are exclusive of VAT which will be charged at the rate in the force at the time of dispatch
- 2.2 All prices are subject to change without notice and goods will be invoiced at price prevailing at the time of dispatch.

##### 3. DELIVERY

- 3.1 All delivery times are quoted in good faith. The company will not be responsible for the outcome of any delays.
- 3.2 A delivery charge may be levied on all orders valued at less than £35 (exclusive of VAT), exceptionally heavy items, deliveries required the same day or in other exceptional circumstances determined by the company.

##### 4. PAYMENT

- 4.1 Full payment shall be made within 30 days of the day of invoice
- 4.2 If a cheque presented in payment of an invoice shall be returned unpaid by the customer's bank then the customer shall pay to the company the sum of £10 to cover the costs incurred by the company by reason of each such dishonour.

##### 5. RISK AND TITLES

- 5.1 The risk in goods shall pass to the customer at the point of delivery
- 5.2 The company reserves the title in the goods until all outstanding debt in respect thereof has been discharged and only then will full title pass to the customer.
- 5.3 Until title in the goods passes to the customer the customer shall hold the goods strictly as bailee of the company. Until that time the customer shall be entitled to re-seal or use the goods in the ordinary course of its business, the proceeds of any such sale shall be for our account and shall be held in trust for us until the customer has paid the full invoice price of the goods.
- 5.4 The company shall be entitled to repossess any goods delivered and may enter upon the customers premises for that purpose and shall also be entitled to trace and recover the proceeds of any re-sale in the event of non payment by the customer.

##### 6. GOVERNING LAW

- 6.1 These conditions and any other contract of which they form part shall be governed in accordance with the laws of England.