



Derek Goodman, ECF Managing Director would like to thank you for choosing ECF for your KBB requirements.

ECF is a trade only distributor and transacts business as described in the [Trading With ECF Statement](#), available on [www.ecf.co](http://www.ecf.co).

Unless agreed in writing by an authorised ECF Accounts Team Member, Customers' purchase Products and Services using an ECF approved Credit Account. Credit Account Customers' receive regular invoices with payment due on the last day of the month following the date of the invoice.

To apply for an ECF Trade Account simply:

1. Obtain an [ECF Trade Account Application Form](#) (found on ECF's website [www.ecf.co](http://www.ecf.co)), contact Customer Services on 03330 032 000 or email: [help@ecf.co](mailto:help@ecf.co)
2. Complete the ECF Trade Account Application Form:
  - Either open the [ECF Trade Account Application Form pdf](#), enter the required details (fields highlighted are mandatory), save and print, **OR**
  - Print the Form and complete (fields highlighted with an \* are mandatory)

### 3. SIGN THE FORM

Note: An application cannot be progressed without a signature. Application Forms not signed will be asked to be resubmitted which will delay the account opening process.

4. Attach a company letterhead
5. Post the
  - **SIGNED** Trade Account Application Form
  - Your Company Letterhead

To Accounts Department (New Accounts), East Coast Fittings Ltd, Auster House, Rearsby Business Park, Gaddesby Lane, Rearsby, Leicestershire, LE7 4YH.
6. To comply with ECF banking conditions, a prospective Customer must be visited by the local ECF Territory Sales Manager before the new Trade Account opening process can be completed.
7. A prospective Customer's credit rating will be checked during the process.
8. Once the ECF Trade Account Application Form has been processed, successful credit checks performed and the respective ECF Territory Sales Manager visit has been performed, a Customer Account will be opened and ECF Accounts will forward the necessary documentation.
9. A new Customer will also receive a login and password for ECF's MyECF online system.

If you need any further information, please contact Customer Services on 03330 032 000 or email: [help@ecf.co](mailto:help@ecf.co).



# Trade Account Application Form

Please complete using BLOCK capitals. Fields ending with an \* denotes a mandatory field.

Company Name*	<input type="text"/>		
Proprietor/Partners*	<input type="text"/>		
Company Reg No	<input type="text"/>	VAT Reg No	<input type="text"/>
Maximum Credit Limit Required	<input type="text"/>	<b>Credit Terms: 30 days from month end</b>	
Limited Company	<input type="checkbox"/>	Sole Trader or Partnership	<input type="checkbox"/> (Please tick if appropriate)

Would you like to receive our promotional communications and stay informed of our latest products and offers?  
(We'd love to keep in touch with exclusive offers and latest info from ECF. If you want to hear from us, please tick the "Yes" box. You can opt-out at any time.)

Yes  No

### Accounts/Invoice Address & Contact Details <sup>1</sup>

Please ensure a working email address is provided. A printed paper version of your invoices and statements are **NOT** produced.

Contact Name*	<input type="text"/>
Address*	<input type="text"/>
	<input type="text"/>
County*	<input type="text"/>
Postcode*	<input type="text"/>
Landline Tel No*	<input type="text"/>
Fax	<input type="text"/>
Mobile*	<input type="text"/>
Email address*	<input type="text"/>

### Delivery Address & Contact Details <sup>2</sup>

Please complete if details are different from account details. All deliveries and delivery related queries will be issued in accordance with the details provided below. If none are provided the accounts details provided will be used.

Contact Name*	<input type="text"/>
Address*	<input type="text"/>
	<input type="text"/>
County*	<input type="text"/>
Postcode*	<input type="text"/>
Landline Tel No*	<input type="text"/>
Fax	<input type="text"/>
Mobile*	<input type="text"/>
Email address*	<input type="text"/>

### Registered Company Address (if different from above)

Address

Purchasing Contact Name	<input type="text"/>	Purchasing Contact Number	<input type="text"/>
Purchasing Email Address	<input type="text"/>		

**Before your account can be opened we MUST receive your company Letterhead or Compliment Slip. Additional details may be required.**

I/We the undersigned apply to East Coast Fittings Limited (ECF) for credit facilities and declare that the information given above is accurate. Under the Data Protection Act you have the right to apply for a copy of the information we hold on you (for which we may charge a small fee) and to correct any inaccuracies. If you open an account we may search the files of credit reference agencies who will record the search.

\*Print Name: \_\_\_\_\_

\*Date: \_\_\_\_\_

\*Signed: \_\_\_\_\_

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

This is signed with agreement of East Coast Fitting Limited's standard terms and conditions available at [www.ecf.co](http://www.ecf.co).

<sup>1</sup> All commercial documentation provided by ECF (including order receipts, order acknowledgements, invoices, notices and announcements) will be automatically emailed to the Accounts/Invoice email address provided above.  
<sup>2</sup> All delivery tracking, delivery confirmation and delivery notes will be emailed to the Delivery email address provided above.

**FOR INTERNAL USE ONLY**

Area Code	<input type="text"/>	Customer Type	<input type="text"/>	Date Received	<input type="text"/>	Input by	<input type="text"/>
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