



## ***Business Account Application Form***

### ***For Office use only:***

Account No:	
Department:	
Approved By:	

### ***Company Information:***

Company Name: Address 1:	
Address 2:	
Post Code:	
Registration No:	
VAT Number:	
Nature of Business:	
Number of Employees:	

### ***Contact Details:***

Name:	
Company Position:	
Telephone:	
Email:	

### ***Accounts Information:***

Contact Name:	
Contact Tel Number:	



Contact E-Mail:	
Bank Name:	
Bank Sort Code:	
Bank Account Number:	

### **Account Requirements**

- All accounts to be paid by BACS
- Invoices raised at the end of the calendar month & must be settled by the 14th day of the following month
- For the avoidance of any doubt the calendar month of JANUARY must be settled by 14th February
- Interest will be charged on all late payments
- All invoices will be e-mailed to the e-mail address stated above in the Accounts Contact E-mail at the end of the month
- All travel bookings must also be backed up with an e-mail confirmation

**PLEASE SETTLE ALL INVOICES WITHIN 14 DAYS OF DATE OF INVOICE:**

**BANK DETAILS:  
ACC NAME: LAKESIDE  
SORTCODE: 20-04-68  
ACC No: 73370224**

**PLEASE MAKE CHEQUES PAYABLE TO LAKESIDE AND SEND TO:**

**LAKESIDE TRAVEL SERVICES (TAXIS),  
35 ALLHALLOWS LANE, KENDAL,  
CUMBRIA LA9 4JH  
Tel: 01539 239239**

Please sign and date below. NB: By signing this business account application form you agree to abide by our account terms & conditions

Name: (Please print)	
Position:	
Date:	
Signature:	