

# Account Application

## Company Details

Company name \_\_\_\_\_  
Company number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Primary Contact \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Names of persons authorised to make bookings

Booker 1 \_\_\_\_\_ Telephone \_\_\_\_\_  
Booker 2 \_\_\_\_\_ Telephone \_\_\_\_\_  
Booker 3 \_\_\_\_\_ Telephone \_\_\_\_\_  
Accounts Contact \_\_\_\_\_ Telephone \_\_\_\_\_

## Credit Details

Credit limit required \_\_\_\_\_ Approximate  
monthly spend \_\_\_\_\_

### Trade reference

Company name \_\_\_\_\_  
Contact name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## Confirmation

Signed by applicant \_\_\_\_\_ Date \_\_\_\_\_

# Account Application

## Bank Reference

Enquiry from CTT Group Ltd t/a CT Business Travel  
33 Mount Pleasant Road  
Tunbridge Wells  
Kent, TN1 1PN Our ref: CC

To The Manager

Bank \_\_\_\_\_

Address \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

Account No. \_\_\_\_\_

Sort Code \_\_\_\_\_

Please provide your opinion concerning the ability of your customer to meet a financial commitment of £\_\_\_\_\_ per month.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Consent

I / We authorise \_\_\_\_\_ bank to provide a banker's opinion as stated above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full name \_\_\_\_\_

Position \_\_\_\_\_

## Our Direct Debit service

You will be sent a statement on the last working day of each month and have until the 10<sup>th</sup> of the following month to dispute or query any invoices. We will then take payment via direct debit for all outstanding invoices on the 15<sup>th</sup> of that month. On some bookings this will mean you have up to 45 days interest free credit.

For any queries please use the following contact details:

**Service query please contact your Account Manager**

*01892 673422 or [account@ctcorporatetravel.co.uk](mailto:account@ctcorporatetravel.co.uk)*

**Account/Invoice query please contact our Finance Department on**

*01892 673 403 or [finance@ctcorporatetravel.co.uk](mailto:finance@ctcorporatetravel.co.uk)*

If you require more information on the direct debit scheme, please do not hesitate to contact me directly.

Thank you for your business.

Yours sincerely,



**Clare Collins**

General Manager, CT Corporate Travel

## Statement Requirements

How would you like to receive your statement

**Email**

**Post**

**Both**

(please circle)

Accounts contact

Email

Accounts telephone

Fax

Accounts Address

Postcode

Do you have any special requests regarding your Direct Debit agreement?

Signed

Date

Full name

Position

