



**Business
Travel**

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 _____

Please complete and fax to 01892 673 346.
Alternatively, post back to:
CT Business Travel, 33 Mount Pleasant, Tunbridge Wells, Kent, TN1 1PN



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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 _____



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ACCOUNT APPLICATION

Our Direct Debit service

You will be sent a statement on the last working day of each month and have until the 10th of the following month to dispute or query any invoices. We will then take payment via direct debit for all outstanding invoices on the 15th 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:

General reservation query please contact your reservations team on
01892 616 122 or enquire@ctbusinessstravel.co.uk

Account Management/Service query please contact your account manager Clare Collins
01892 616 122 or clare@ctbusinessstravel.co.uk

Account/Invoice Query please contact our accounts department on
01892 673 403 or accounts@cttgroup.co.uk

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

Thank you for your continued business.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Clare Collins', written over a light blue background.

Clare Collins
General Manager, CT Business Travel & CT Group Travel



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ACCOUNT APPLICATION

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

Please complete and fax to 01892 673 346.

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