

National Institute for Biological Standards and Control.

FORM AR2 (04/13)

**NEW ACCOUNT APPLICATION FORM / CUSTOMER APPLICATION FOR CREDIT**

Please send the completed and correctly authorised application form and a blank copy of your official company letterhead to [standards@nibsc.org](mailto:standards@nibsc.org)

a. Full company name

b. Companies House registration number (if applicable)

c. Company registered address

d. Trading address including postcode

e. Business sector - please tick one

NHS body  Government body  Local Authority  Commercial organisation  Other

f. VAT / IRS registration number **(Mandatory)**

g. Invoice address

Delivery address

h. Credit limit

Expected annual spend with the NIBSC

£

Contact details for invoice & payment processing department: Dept

i. Name

Address

Telephone number

Email

**NIBSC useful information**

**Orders**

**standards@nibsc.org.**

**Website and web orders**

[www.nibsc.org](http://www.nibsc.org) <http://www.nibsc.org/login>

**Conditions of granting credit accepted by the applicant:** The application must be signed by a Director or Finance Manager of the organisation who has the authority to agree to the NIBSC terms and conditions, which are applicable at the time of supply. NIBSC reserves the right to change its terms and conditions throughout the lifetime of this credit agreement, which can be found on its website at [www.nibsc.org](http://www.nibsc.org).

Note that the credit facility may be stopped if the account exceeds the agreed credit limit or falls into arrears, and legal action may be taken to recover monies due. Title of goods will pass only upon full payment.

**Signature**

**Position**

**Print name**

**Date**

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**Type of Organisation**

It is NIBSC policy to supply only to the end-user. Accounts may still be approved for distributors or exporters, but we will require additional information (please see below)

End-User (select from below list)

Distributor/Exporter

- Commercial
- UK Government
- NHS Hospital
- National Control Laboratory
- University
- Hospital
- National Blood Service
- Other (please specify) \_\_\_\_\_

| Customer Contact Information including the actual end user  |                              |                 |        |                |
|---|------------------------------|-----------------|--------|----------------|
| Contact Name  | Job Title & Dept.            | Telephone No    | Fax No | E-mail address |
|   |                              |                 |        |                |
|   |                              |                 |        |                |
|   |                              |                 |        |                |
| <b>THIS SECTION IS FOR DISTRIBUTORS AND EXPORTERS ONLY</b>  |                              |                 |        |                |
| Please provide details of the end-user being supplied by your organisation.   |                              |                 |        |                |
| Organisation Name   |                              |                 |        |                |
| Contact Person (Principle End-User)   |                              |                 |        |                |
| Department  |                              |                 |        |                |
| Street Address  |                              |                 |        |                |
| Town/City   |                              | County/Province |        |                |
| Post/Zip Code   |                              | Country         |        |                |
| Telephone (including country code)  | Fax (including country code) |                 | E-mail |                |
| Type of Organisation (please see above list)  |                              |                 |        |                |
| <p>We also require a traceable signed statement from the end-user on company letterhead, as follows:<br/>           "We (<i>enter organisation name here</i>), understand we may obtain the following biological reference materials directly from NIBSC, (<i>Please include product code and description here</i>) at the charges advertised online at <a href="http://www.nibsc.org">www.nibsc.org</a> however we prefer to order through: (<i>enter distributor name here</i>) due to (<i>enter reason here</i>)".</p> |                              |                 |        |                |
| <p><b>PLEASE RETURN THE COMPLETED FORM AND A BLANK SHEET OF YOUR OFFICIAL COMPANY LETTERHEAD TO <a href="mailto:standards@nibsc.org">standards@nibsc.org</a>. ONCE COMPLETE, YOU WILL RECEIVE YOUR CUSTOMER NUMBER AND PASSWORD FOR ONLINE ORDERING – PLEASE ALLOW 2-3 DAYS FOR ACCOUNT SET UP. ALL ORDERS ARE SUBJECT TO NIBSC TERMS AND CONDITIONS.</b></p>   |                              |                 |        |                |