

New Sales Ledger Account Request Form

Please complete the form below. All fields marked with an asterisk (\*) are mandatory.

|  |  |
| --- | --- |
| ***Your Contact Details:*** |  |
| **\*\*THIS WILL BE WHO REQUESTED THE SERVICE\*\*** |
| \*Company / CustomerName:\* |  |
| \*Contact Name:\* |  |
| Department(Finance / Accounts): |  |
| Contact Position: |  |
| \*Contact Telephone No:\* |  |
| Extension: |  |
| \*Contact email:\* |  |
| ***Invoice Address:*** |  |
| **\*\*THIS IS THE ADDRESS WHICH THE INVOICE SHOULD BE SENT. THIS WOULD USALLY BE THE FINANCE OFFICE OR AN ACCOUNTS PAYABLE/** |
| **PO BOX NUMBER NOT THE CONTACT’S ADDRESS. PLEASE FIND THIS OUT BEFORE SENDING THE FORM BACK TO US \*\*** |
|  \*Line 1:\* |  |
|  \*Line 2:\* |  |
|  \*Line 3:\* |  |
|  Line 4: |  |
|  Line 5: |  |
|  \*Postcode:\* |  |
|  VAT Number: |  |
|  Companies House Reg. No: |  |

Please sign and date below and return your request to salesledger@worc.ac.uk

|  |  |
| --- | --- |
| ***Signed:*** | ***Date:*** |

All information given to us will only be held and used with care and in accordance with the Data Protection Act 1998. The information may be used to administer, support and improve our business. We may also use this information for the purposes of risk assessment and legal referral.

Finance Office, University of Worcester, Henwick Grove, Worcester, WR2 6AJ