

Eden Caterers



Supply Form

Thank you for your interest in supply from Eden. In order for us to establish the correct contacts within your company and/or to enable you to order on credit supply basis please complete this form in full.

THE COMPANY or ORGANISATION NAME, ADDRESS and REGISTRATION NO. to be used for your invoices:	
Company Reg:	
PRINCIPLE DELIVERY ADDRESS this will be the default delivery address:	
COMPANY SWITCHBOARD TELEPHONE NO:	
YOUR COMPANY WEB ADDRESS:	
MATURITY was the organisation formed less than 1 year ago?	YES/NO

MAIN ORDERER He/she will receive new menus by email & post	SUPPLY DECISION CONTACT (If different to the main orderer) Who we have to keep impressed and address any queries to. He/she will be sent new menus by email.
NAME:	NAME:
TEL NO:	TEL NO:
EMAIL ADDRESS:	EMAIL ADDRESS:
POSTAL ADDRESS (if different to delivery address above):	POSITION:
POSITION:	

ORDER NUMBER	
Must all orders from you have a PO number on them in order to effect payment? If so, your account will be set up to require a PO number to be given to us at the time of ordering.	
Does your accounts department require a PO number to be on our invoice in order to make payment?	YES/NO
INVOICES	
We send our invoices to you by email, the day after delivery. By default the invoice will go to the email address of the orderer. You can however elect to have them all sent to another email address e.g. accounts. If you do not enter another address your invoices will be sent to the orderer.	
Do not send our invoices to the orderer but always to this email address:	
PAYMENT	
Payment for orders can be by credit/debit card or on 30 day credit supply. Full completion of this form will allow orders to be placed on a 30 day credit basis.	
Would you like a credit account? If you have selected NO, we will require card payment with order.	YES/NO

ACCOUNTS CONTACT Who we chase for payment, in the unlikely event of you getting behind! This person will also receive our monthly statements.	
NAME:	
TEL NO:	
EMAIL ADDRESS:	
POSTAL ADDRESS:	
POSITION:	

SIGNATURE OF APPLICANT:

NAME IN BLOCKS:

POSITION:

DATE: