



New Customer Account Form

Metro Engineering and Plating Works Ltd

Name

Invoice Address

Delivery Address
(if different)

Contacts

Purchasing

DDI

Email

Quality

DDI

Email

Accounts

DDI

Email

Type Of Business

Limited Company

Partnership

Sole Trader

Year Established

Years At Current Address

VAT Registration Number

Company Reg. Number
(if limited company)

Bank Details

Bank Name & Branch

Sort Code

Account Name

Account Number

Trade Reference 1

Trade Reference 2

Name

Name

Address 1

Address 1

Address 2

Address 2

Address 3

Address 3

Contact

Contact

Telephone

Telephone

Email

Email



New Customer Account Form (part two)

Metro Engineering and Plating Works Ltd

Preferred Delivery Method
(please select preference)

Metro Van (if in area)
Customer Collection

Metro Courier (extra charge)
Customer Courier

Certificate Of Conformity (CofC) Required

Yes

No

Special CofC Requirements

Specific Invoicing Requirements
(please select preference)

Separate Invoice For Each PO
Separate Invoice For Each Delivery
All Jobs On One Invoice
Other (please Give Details)

Completed By
(block capitals)

Position

Signature

Date

To Be Completed By Metro Sales Team

Metro Sales Person Responsible

MOC - Standard

MOC - Hard Anodising

MOC - Bead Blasted

Min Line Charge (All Finishes)

Delivery Cost Added To Invoice?

Sub-Contract Supply Chain?

Source Of New Account

Completed By

Date

To Be Completed By Metro Accounts Team

Account Number Allocated

Creditsafe Rating

References Checked

Credit Account Or Proforma

Credit Limit Assigned

Sales Territory Allocated

Account Open Email Sent

Completed By

Date