



COMPANY INFORMATION

DATE		TYPE OF COMPANY	
COMPANY NAME		<input type="checkbox"/>	PARTNERSHIP
ADDRESS		<input type="checkbox"/>	LIMITED
		<input type="checkbox"/>	PUBLIC
POSTCODE		WEBSITE ADDRESS	

CONTACTS

MAIN CONTACT			
TELEPHONE & FAX NUMBER	TEL:		FAX:
EMAIL ADDRESS			
ACCOUNTS CONTACT NAME			
TELEPHONE & FAX NUMBER	TEL:		FAX:
EMAIL ADDRESS			

ASSET DETAILS - Attach separate asset list if necessary

DESCRIPTION	MODEL/PART NUMBER	SERIAL NUMBER	MANUFACTURER	AGE	CONDITION	COMMENTS

BANK DETAILS

BANK ACCOUNT NAME		BANK NAME	
SORT CODE		BANK ADDRESS	
SWIFT/BIC CODE			
BANK A/C NUMBER			
IBAN NUMBER			

FOR INTERNAL USE ONLY

ACTION (CROSS)	OFFER		EQUIPMENT MATCH		PO NUMBER	
	DEAL AGREED		OFFER AGREE/NEW			
	COLLECTION DATE		CUSTOMER SIGN OFF		DATE	
	RECEIVED DATE		PAYMENT DATE			
PREPARED BY						AUTHORISED BY DIRECTOR & DATE
AUTHORISATION & DATE (ACCOUNTS)						LEDGER ENTRY PERSON & DATE