

<u>Internal Use Only -</u>	
Business Systems <input type="checkbox"/>	Accounts <input type="checkbox"/>
Customer Support Contact	Sales Owner
Product	

Agent Information Form

Head Office Details

Trading Name		Contact Name	
Address		Job Title	
		Direct Tel Number	
		Direct Fax Number	
		Office Tel Number	
Postcode		Office Fax Number	

Outlet Office Details *(If you have more than one outlet, please continue on a separate page)*

Trading Name		Site contact Name	
Trading Address		Job Title	
		Direct Tel Number	
Postcode		Direct Fax Number	

Bank Details

Bank Name		Bank Address	
Account Name			
Sort Code			
Account Number		Postcode	

Invoice Details *(Specify the address that you require the invoices to go and who the invoice contact is)*

Invoice Address		Invoice Contact Name	
		Job Title	
		Direct Tel Number	
		Direct Fax Number	
Postcode			

Contract Details *(Specify the address and contact that you require the contractual documents to go to)*

Address for Contracts		Signatory's Name	
		Job Title	
		Direct Tel Number	
		Direct Fax Number	
Postcode			

Please complete the relevant sections *(i.e. Registered Company, Sole Trader or Partnership)*

Registered Company Details (if applicable)

Registered Address		Registered Name	
		Registered Number	
		Tel Number	
Postcode		Fax Number	

Sole Trader (If applicable)

Sole Trader Name		Your Home Address	
Home Tel Number			
Home Fax Number			
		Postcode	

Partnership *(if more than two partners please continue on a separate page)*

Partner Name		Partner Name	
Home Address		Home Address	
Postcode		Postcode	
Home Tel Number		Home Tel Number	
Home Fax Number		Home Fax Number	

Other Information

Trading Since		IATA Member & Number	
Parent Company		ABTA Member & Number	
Name of Directors			