|  |  |
| --- | --- |
| FULL COMPANY NAME: |  |
| COMPANY REG NUMBER: |  |
| VAT NUMBER: |  |
| REGISTERED OFFICE ADDRESS: |  |
| HEAD OFFICE ADDRESS: |  |
| HEAD OFFICE TELEPHONE NUMBER: |  |

COMPANY DETAILS:

ACCOUNT DETAILS:

|  |  |
| --- | --- |
| ACCOUNTS CONTACT: |  |
| INVOICE ADDRESS: |  |
| INVOICE EMAIL ADDRESS: |  |
| PURCHASE ORDER REQUIRED |  |

All invoices are due within 14 days of invoice date unless otherwise agreed in writing with a Ascension Recruitment Director.

Please note: all invoices will be subject to VAT as the Domestic Reverse Charge does not apply to Employment Businesses.

I certify the above details are correct, that I agree to Terms of Business on pages 2 - 6 and that all approved hours worked will be paid within the terms agreed.

Print name……………………………………...........................................................................................................

Signature ..….......…………………………….........................................................................................................

Dated ………….... /………….... /…………....

For Office Use Only:

Customer Ref No. ..….......……………………

Date Received ..….......………………………… Agreed Credit Limit ..….......……………………

FILL OUT AND EMAIL THROUGH TO [INFO@ASCENSIONRECRUITMENT.CO.UK](mailto:INFO@ASCENSIONRECRUITMENT.CO.UK) AND WE WILL BE IN TOUCH!