



Church Road, East Knoyle, Salisbury SP3 6AL
Tel: 01747 830735 Email: wrenshop@btconnect.com

Application to open an account with Wren's Shop – Your copy (keep for information after opening the account)

Please complete and sign this letter and the attached form and return the form to copy to us (The letter is for your own records). Please note that the information you give us is for our use only and will not be shared with anyone else. If there are corrections or amendments in the future to this information please let us know as soon as possible.

Opening the account: You will be asked to pay at least £50 (no maximum!). We would ask that you keep your account in credit as this both helps the shop's cash flow and also allows you to access extras such as home deliveries in times of crisis.

There are two types of account:

1. Credit Account

- Pay into the account in advance (we accept Cash, Credit & Debit Cards, Cheques and BACS transfers).
- Any item sold in the shop can be charged to your account when you are in credit (NB credit amounts appear as a minus on your receipt).
- A credit account will become a debit account once money is owed to the shop, at which time the terms below will apply.
- Deliveries will be made, during emergencies, to customers who are in credit.

2. Debit Account

- No Post Office item (stamps, phone top-ups, electric key etc) can be charged to your account.
- The account must be cleared completely at least once per calendar month regardless of amount owed. This can be done by cash, credit & debit cards, cheque or by BACS transfer*.
- The maximum amount that can be charged before the account is cleared is at present £100. We reserve the right to lower this limit and will definitely do so, if your account is not settled in full regularly.
- We do not invoice you; it is your responsibility to check what you owe. A volunteer may remind you when you are close to your limit, but this cannot be relied upon and please do not be offended should they do so.

Using the account: When you want to charge your shopping to the account please give your account number and your name or your address. The volunteer should then confirm the name, or if you haven't given it, ask for the information. In addition we would like to ask you to wait until your account has been charged before leaving the shop. Please also ask for a full print out when you pay into your account and check your receipts and let us know as soon as possible if there are any queries or anomalies. If anyone else is authorised to use your account please ensure they understand the procedure.

The Management Committee reserve the right to close any account or amend your limits at any time.

Yours sincerely

for
Wren's Shop Management Committee

I have read, understood and agree to the terms and conditions under which this account will operate

Signed:

Name:

Account No:

<p>Our Bank Account Details</p> <p>Name: East Knoyle Community Shop Association</p> <p>Bank: Co-operative Bank</p> <p>Sort Code: 08 92 99</p> <p>Account Code: 65144642</p>	<p>How to Order</p> <ul style="list-style-type: none"> • By email to wrenorders@gmail.com • Give your name, address (short), account number & telephone number • If unable to email call the shop number & have your list ready, same details apply
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Name :

Address :

Postcode:

Telephone :

Email :

Others authorised to use this Account :

Any other information

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VAT No: GB 856170614 ♦ Registered Office as above ♦ Company No 29776R

I am paying £..... to open this account

I understand and agree to the terms and conditions under which this account will operate

Signed :

Name :

VAT No: GB 856170614 ♦ Registered Office as above ♦ Company No 29776R