



Customer Details Form

Name of Company:			
Address:		Telephone No:	
Company Registration No:		Website:	
Postcode:		Years in Business:	
Key Personnel	Name	Email Address	
Sales:			
Accounts:			
Transport:			
Quality/Health & Safety:			
Registered Address (if different to the above):			
VAT Registration No:		VAT 56A (13B) No:	
R C T	Y / N	Expiry Date	
Services Required:			
Storage:	<input type="checkbox"/>	Distribution:	<input type="checkbox"/>
	<input type="checkbox"/>	Storage & Distribution:	<input type="checkbox"/>
Customs Clearance			
Type of Goods:			
General Cargo:	<input type="checkbox"/>	Food:	<input type="checkbox"/>
Waste:	<input type="checkbox"/>	Hazardous:	<input type="checkbox"/>
		Pharma	<input type="checkbox"/>

Subject: CREDIT APPLICATION/SPECIAL REQUIREMENTS		Doc No: RLG F022
Area of Operation: SALES		Page 1 of 5
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Revision Date: 15 JUNE 2020	Revision No: VER = 3	Approved By: Conor Roche

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Credit References

Name of Company:			
Address:		Contact Name:	
		Telephone No.	
How Long Trading:		Email:	

Name of Company:			
Address:		Contact Name:	
		Telephone No.	
How Long Trading:		Email:	

Payment Method:	Cheque	<input type="checkbox"/>
	EFT/BACS	<input type="checkbox"/>
	Card	<input type="checkbox"/>

Currency:	Euro	<input type="checkbox"/>
	Stg£	<input type="checkbox"/>

Credit Limit Required:	<input type="text"/>
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Credit Terms	30 Days EOM
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Special Instructions

Invoice Instructions:			
Delivery Instructions			
Collection Instructions			
Special Instructions			
Customer Requirements			
Description of Goods			
Paperwork Required:	YES		NO
Book In Required	YES		NO
Tail Lift Required	YES		NO
Opening Times:			
Equipment Requirement:			

I/We have received Trading Terms & Conditions and accept Conditions in full on all goods carried on our behalf.

Signed: _____ Position In Company: _____

Print Name: _____ Date: _____

For Roche Logistics Group Use Only:

Approved by:

Signed: _____ Date: _____

Print Name: _____

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Customer Requirements - Distribution

What Products are to be Transported? Please provide listing.	
What product specific requirements are required for Transport?	
Is there a Product Risk Analysis Sheet available for each Product? Please provide	
Have MSDS Sheets been supplied	
What Process control procedures are required (dry loading/unloading)?	
Is Temperature monitoring required? Please advise Temperature Range	
Procedures are in place to minimize foreign matter contamination, (glass & knife policy, pest control contract) Are there additional controls required?	
Are there specific procedures for damaged product, i.e. branded packaging?	
Any other Requirements?	

Please attach supporting documentation

Completed by: _____
(Please print)

Position in the Company: _____

Signed: _____

Date: _____

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Customer Requirements - Storage

What Products are to be Stored? Please provide listing.	
What product specific requirements are required for Storage?	
Is there a Product Risk Analysis Sheet available for each Product? Please provide	
Have MSDS Sheets been supplied	
What Process control procedures are required (dry loading/unloading)?	
Is Temperature monitoring required? Please advise Temperature Range	
Are stock takes required? Frequency?	
Are there inspection/testing to be carried out? By whom? Frequency?	
Procedures are in place to minimize foreign matter contamination, (glass & knife policy, pest control contract) Are there additional controls required?	
Are site visits required? Frequency?	
Are there specific disposal procedures for damaged product, i.e. branded packaging?	
Any other Requirements?	

Completed by: _____
(Please print)

Position in the Company: _____

Signed: _____

Date: _____

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