

Kindly note that the form needs to be completed by a director or owner of the company.  
Please note that if you previously had a credit account with us, a new application would be required.  
Should you be VAT registered, please provide us with a VAT registration document.

For office use only. SIGNED OFF BY: \_\_\_\_\_

## COMPANY INFORMATION:

Company Name: \_\_\_\_\_  
Mass Supply Client Account Number: \_\_\_\_\_  
Telephone: \_\_\_\_\_ VAT number: \_\_\_\_\_  
Billing/Postal Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OWNER/DIRECTOR/PARTNER:

Full Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Mobile number: \_\_\_\_\_ Landline: \_\_\_\_\_  
Mailing list:

Multiple owners can be added if required. Please tick the owner box below under the relevant contacts if applicable. Each owner will have administrator access when logging into the Mass Supply Website.

**Admin Access** allows one to:

- add/remove users
- Manage a custom store
- Add/remove/update delivery address(es)

Secondary contacts can be added, and they can be assigned "admin access" or "buyer access".

**Buyer access:**

- allows the placement of online orders and creation of quotes
- does not allow address, company or contact details to be edited

The PRIMARY CONTACT will receive all accounts related emails and statements and have admin access

## PRIMARY CONTACT

The primary contact will be the owner as above (tick if applicable and leave the primary contact fields blank):

Full Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Mobile number: \_\_\_\_\_ Landline: \_\_\_\_\_  
Mailing list:  Owner:

**SECONDARY CONTACT (Leave blank if not applicable):**

Full Name: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_ Landline: \_\_\_\_\_  
 Mailing list:  Owner:   
 Admin access:  Buyer Access:

**SECONDARY CONTACT (Leave blank if not applicable):**

Full Name: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_ Landline: \_\_\_\_\_  
 Mailing list:  Owner:   
 Admin access:  Buyer Access:

**SECONDARY CONTACT (Leave blank if not applicable):** *Should you require more secondary contacts to be added this can be done online after reactivation.*

Full Name: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Mobile number: \_\_\_\_\_ Landline: \_\_\_\_\_  
 Mailing list:  Owner:   
 Admin access:  Buyer Access:

Owner's Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_