

Print Solutions

Knockmitten Lane, Western Industrial Estate, Dublin 12
Telephone: 01 409 8000 | Fax: 01 4507072 | admin@printsolutions.ie

Credit Account Application Form

Your Business (please complete ALL sections)	
Registered Company Name:	
Trading Name: (if different)	
Company Registration No:	Vat Registration No:
Main Trading Office Address:	
Registered Office Address: (if different)	
Full Name of Owners / Directors:	
1.	
2.	

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Type of Business (please complete ALL sections)	
Describe your business:	
How long are you established:	Number of Employees: 1-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10+ <input type="checkbox"/>
Are you a:	Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Other <input type="checkbox"/>
Is a PO mandatory when placing orders / invoicing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Orders will not be processed without a PO if this box is ticked. Any exceptions should be communicated to Print Solutions office in writing.	
Select your Industry Type: (Required Field)	
DIGITAL <input type="checkbox"/> (A customer producing signs with digital wide format technology)	
SIGN MAKER <input type="checkbox"/> (A customer producing signs without digital wide format technology)	
LITHO <input type="checkbox"/> PLASTICS <input type="checkbox"/> ADVERTISING & EXHIBITION <input type="checkbox"/> SHOPFITTER <input type="checkbox"/> TRADE <input type="checkbox"/>	
SCREEN PRINTING <input type="checkbox"/> PICTURE FRAMING & PHOTO <input type="checkbox"/> MANUFACTURING <input type="checkbox"/>	
GOVERNMENT DEPT. <input type="checkbox"/> PACKAGING <input type="checkbox"/>	

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Contact Details (please complete **ALL** sections)

Office Phone Number:

Office email address:

Email address to receive invoices and statements:

Finance Contact Direct Line:

Finance Contact Name:

Purchasing Contact Direct line:

Purchasing Contact Name:

Name of Print Solutions Sales Rep dealing with your account:

Credit Reference (please complete **ALL** sections)

Trade Reference 1

Company Name:

Address:

Phone Number:

Email:

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Trade Reference 2

Company Name:

Address:

Phone Number:

Email:

Credit Limit Sought:

Requested Credit Days:

Upon receipt of your completed form, our accounts team will confirm to you in writing whether your application has been successful and will detail, where relevant, the credit terms that have been authorised on your account.

Please ensure that this application form is completed in full and signed overleaf.
Our Terms are STRICTLY within 30 days Nett.

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Before completing the attached Credit Account Application Form please be advised that should credit terms be granted, all transactions will be conducted under our Terms and Conditions of Sale and Purchase (a copy of which is available on request), and we would bring to your attention that such Terms and Conditions include a Retention of Title Clause, full details of which are set out below:

- a) The ownership of the property in the goods shall remain in the company until the full price of the goods has been received by Print Solutions ("the Company"). Until payment, the Purchaser shall keep the goods separate and store them in such a way that they are identifiable as the property of the Company. Until the property and the goods passes to the Purchaser, the Purchaser shall hold them as bailee for the company and as such be bound by all the fiduciary obligations arising out of such bailment. Notwithstanding the foregoing, the Purchaser shall be entitled to sell the goods but the Purchaser, in his fiduciary capacity as bailee, shall be bound to account fully to the Company in respect of the proceeds segregated in a separate account. The said duty to account is absolute and shall arise on every resale of goods which have been supplied by the Company to the Purchaser and shall not be deemed to be waived whether the resale shall occur within the period of credit granted by the Company to the Purchaser or otherwise.
- b) The Company reserves the right to repossess any goods sold hereunder to the Purchaser in respect of which payment is overdue and thereafter to resell the same. For this purpose, the Purchaser hereby grants an irrevocable right and licence to the Company through its servants and agents to enter with or without vehicles upon all and any premises on which such goods may be located.
- c) Notwithstanding any of the foregoing, nothing in these Conditions of Sale shall be construed so as to create a Contract of Agency between the Company and the Purchaser vis-à-vis any third party and the Purchaser shall at all times resell goods sold to it by the company as a principal in relation to such a third party.
- d) Any problems with invoices must be notified to the Accounts Department within 3 working days of receipt of Invoice. Invoices cannot be held for payment after 3 working days without notification to the Company.
- e) Please note that in the event of any sums of money not being paid by the Purchaser to the Company within fourteen days of the due date for payment of such sum the Purchaser shall pay interest to the Company upon any such sum from the due date until the actual date of payment at a rate provided by the European Communities (Late Payment in Commercial Transactions) Regulations 2002 (SI 388 of 2002).

Signed _____

Title _____

Date _____

We the above signed, agree to be bound by the above Agreements of Trading.

Print Solutions – Mission Statement:

With over 70 years of experience, Print Solutions offers the widest range of quality products from one distributor. 100% Irish owned, our mission is to be our customers first choice and No.1 supplier.

We pride ourselves on offering a comprehensive and professional service supported by a dedicated and committed team whose knowledge and expertise is second to none. Above all, we understand the requirements of our customers and these relationships have been nurtured and maintained over the years offering a consistent and reliable service and quality products at competitive prices. If you are an existing customer, we look forward to working with you again. Should you be a potential new customer, given the opportunity, we are positive that you will find doing business with Print Solutions

As well as a wide range of products, we all offer a complete cutting, slitting and sheeting service. Deliveries in Dublin area made same day whilst nationwide is a next day service. Orders can also be collected directly from our warehouse subject to a one hour turnaround time.

Please have a read below of our Service Level Agreement:

Opening Hours:

Our office is open from 0830am – 1730 Monday to Friday. We are closed on Bank Holidays and during the Christmas Period. (follow email alerts for seasonal opening hours)

Dublin Deliveries:

We offer two deliveries per day from our warehouse within the Dublin area.

First Delivery Leaves our premises at 0830, the cut off time for orders to make the delivery van in the morning is the previous evening at 1730.	Second Delivery: Leaves our premises at 1300, the cut off time for orders to make the delivery van in the afternoon is 1230 the same day.
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Special Delivery:

If you need a delivery within the Dublin Area and you need the material as soon as possible, we can organise this with our delivery company by ordering a special vehicle for you.

Nationwide Deliveries:

We have two methods of delivering our nationwide deliveries:

Pallet Deliveries: A pallet delivery can be organised for next day delivery, the cut off time for all orders for pallet deliveries or large parcels deliveries is 1500. To insure delivery arrives in time we request a two day lead time.	Parcel Delivery: For small parcels delivery for next day delivery our cut off time is 1600. To insure delivery arrives in time we request a two day lead time.
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Collection Orders

Customers can collect material from us, we require one hour lead time before orders can be collected. If cutting or slitting is required lead time may vary.

Placing orders:

Orders can be:

- 1) Placed over the phone on 01 4098000
- 2) E-mailed into **sales@printsolutions.ie**
- 3) Faxed to 01 4507072

Where necessary we will request orders being confirmed by e-mail before orders can be processed.

- 1) For orders where material is being cut to size.
- 2) Placing an order for specialised material which we do not stock on the shelf

If cutting is requested on material or a specialised order is being requested, we will require payment for Cash Accounts, before an order is cut or before material is ordered with our supplier.

Methods of Payment for Cash Customers

We accept the below methods of payment:

- Cash
- Credit card/ Debit Card.
- Bank Transfer – If paying by bank Transfer goods will be released once the funds reach our bank account. Please note as we are Allied Irish Bank (AIB), transfers from other banks can take up to 3 working days.

Customer Collections

In the event that you collect goods personally or you send in a courier directly to collect goods Print Solutions cannot accept any responsibility for damages to goods once they have been accepted, signed for and have left our premises.

Delivery Times | Damaged Delivery

Every effort is made to ensure that goods are delivered to you as ordered and on schedule. We cannot be responsible for external factors beyond our control such as force majeure, traffic volumes and other events.

In the unlikely event that you receive a delivery from our courier and the material is damaged, you must clearly record the damage on the relevant manifest/delivery dockets and inform the driver of same. You must also contact our Customer Service Department **immediately**, contact number 01 409 8000, press 1 for sales, and notify them of the issue. Our Customer Service Department will carry out a full investigation into the issues raised in conjunction with our Delivery service providers

Goods Return Procedure:

If you are looking to return material back to us which you no longer require, the material must be in its original packaging and not opened or used. There will be a 10% re-stocking fee applied. If the material is not in the original packaging a 15% re-stocking fee will be applied. We must be informed within two days of receiving the material and the material needs to be returned within 10 working days. Once the material arrives back to Print Solutions, material will be inspected to ensure that it is in good condition. If material is not in good condition credit will be refused. If your order is incorrect we must be informed of this immediately.

Faulty Material

If you have received material and if you believe that the material might be faulty, you must contact Customer Service immediately, below is an outline of guidelines to be followed. Complaint form will be sent to you, this must be filled out with all relevant information. Batch details from the material must be provided. Unprinted sample and sample print of material must be sent back to us. The fault must be identified in the material.

When all relevant information is received with virgin sample and printed sample of material, then all samples and information will be sent back to our supplier for material to be tested. Once we have received feedback from our supplier we will then pass any information onto you, if a credit note is being processed for material then a credit note will be issued to our customer.

Customer Service Department must be informed before any material is sent back to Print Solutions. If material is sent back before Customer Service Department is informed, the material may be refused. Ownership is not transferred until goods are paid for in full.

Print Solutions will always endeavour to provide a quality service to our customers.

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