

The Sussex Produce Company

New Supplier Form

Supplier name	
Address	
Minimum order	
Delivery days	
Lead time	
Sales name	
Sales phone number	
Sales email	
Accounts name	
Accounts Email	
Accounts Phone number	
BACS details Bank account number	
BACS details Sort code	
EHO accreditation	
Delivery address	
Delivery process	
Terms	(Please read our terms of trade below)
Signature to agree to terms	

Notes to help you complete the above...

Minimum order	What is the minimum order (either financial or units of product)
Delivery days	Is there a fixed day/s for delivery in our area?
Lead time	When do we need to place an order by?
Sales name	Name of the person we should speak to for an order in your organisation
Sales phone number	Phone number for the above person in your organisation
Sales email	Email for above

Best Food Shop in the South – The Observer Food Awards 2013
Best Greengrocer in the UK – 2014
Best independent Food Shop London and the South East - 2014
Winner ‘Sussex Food Shop of the Year’ 2008, 2009, 2011 and 2012
Finalist 2010 and 2013

Accounts Name	Name of the person in your organisation we should speak if we have any queries with the account or invoices?
Accounts Email	Email for above
Accounts Phone number	Phone number for above
BACS details	The 8 digit account number and 6 digit sort code that we should pay in to.
EHO accreditation	What accreditation do you have from any environmental health bodies or related agencies?
Delivery address	All deliveries should be made to our loading bay at the rear of the shop (NOT in the shop itself unless otherwise agreed). The rear delivery address is: The Sussex Produce Company Loading Bay, via Newmans Garden Car Park, Tanyard Lane, Steyning, West Sussex, BN44 3RJ. The loading bay is open 8am - 5pm Monday to Saturday.
Delivery process	1). When delivering please follow the process below. Please ask driver to drive forwards into our yard, reverse onto the loading bay and drive forwards out of the yard. This is to satisfy the council who do not want delivery vehicles reversing in their car park. 2). Please unload goods onto one of our roll cages and use the yellow door phone by the loading bay door for a member of warehouse staff. 3). All deliveries MUST be accompanied by a delivery note or copy invoice that details what goods we are receiving. This should be placed in the wall mounted invoice tray besides the loading bay door. 4). A member of the warehouse staff will sign for the delivery, it will be checked for damages, accuracy and (if necessary temperature). We will notify you within 48hrs of any problems
Terms	1). All invoices MUST be emailed to invoices@thesussexproducecompany.co.uk 2). Paper invoices cannot be processed. 3). We pay all our suppliers on 30 day from end of month terms. 4). Payment is made by BACS and an email remittance is sent to the accounts email you give us before each payment is made detailing which invoice/s are being paid. 4). If you have payment queries please email office@thesussexproducecompany.co.uk 5). If a credit is needed and agreed then we prefer to pay the invoice and for the supplier to issue a credit note. We reserve the right however to make reasonable deductions from an invoice should a disagreement over credit take place.
Signature	Please sign to say you accept the above terms.
Information about Sussex Produce	Orders will be placed by email. We do not wish to receive a reminder unless otherwise agreed. The Sussex Produce Company is a ltd company (Reg 09192154) (VAT no 933284421). It has two Directors (Nicholas Hempleman

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	& Nina Hempleman, home address, 6 Mill Road, Steyning, West Sussex, BN44 3LN) and no other shareholders or interested parties.
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