

PLEASE COMPLETE ALL SECTIONS IN INK AND CAPITALS.

IKEA Business must have the original copy of this completed form, before any application can be considered.

YOUR BUSINESS DETAILS

Business Name: _____

Business Address: _____

Post Code: _____

Telephone Number: (incl. STD code) **COPY OF BILL REQUIRED** _____

Mobile Number: _____

Fax Number: (incl. STD code) _____

Email Address: _____

Contact Name: _____

Position: _____

INVOICE ADDRESS (if different from above)

Post Code: _____

TYPE OF BUSINESS

PLC/Ltd: Sole Trader: Partnership:

Others, please state: _____

Company Registration No: _____

VAT no: _____

No. of years trading: _____ No. of employees: _____

SOLE TRADER/PARTNERSHIP PERSONAL DETAILS*

Please note: Proof of Names and Residential addresses must be supplied.

Name: _____

Address: _____

 Post Code: _____

D.O.B. Date: Month: Year:

Time at address: _____

Please state previous address if resident at above address under 3 yrs
 Address: _____

 Time at address: _____

OFFICIAL USE ONLY

Account number: _____	
Credit limit: _____	Number of cards issued: _____
Input by: _____	Checked by: _____

2ND PARTNER DETAILS

Name: _____

Address: _____

 Post Code: _____

D.O.B. Date: Month: Year:

Time at address: _____

Please state previous address if resident at above address under 3 yrs
 Address: _____

 Time at address: _____

Do you require your invoices to state your companies Purchase Order Number?
 Yes No

Credit limit required? £

If yes fill in section **A only**, if no fill in section **B only**

Section A

Official signatory name: _____

Position: _____

Section B

You may have a maximum of 5 cards issued - Please print the cardholders name and position below:

Cardholder 1.
 Name: _____
 Position: _____

Cardholder 2.
 Name: _____
 Position: _____

Cardholder 3.
 Name: _____
 Position: _____

Cardholder 4.
 Name: _____
 Position: _____

Cardholder 5.
 Name: _____
 Position: _____

Store where your purchases will normally be made (please tick)

Brent Park	<input type="checkbox"/>	Bristol	<input type="checkbox"/>	Leeds	<input type="checkbox"/>
Lakeside	<input type="checkbox"/>	Nottingham	<input type="checkbox"/>	Warrington	<input type="checkbox"/>
Croydon	<input type="checkbox"/>	Cardiff	<input type="checkbox"/>	Gateshead	<input type="checkbox"/>
Edmonton	<input type="checkbox"/>	Wednesbury	<input type="checkbox"/>	Edinburgh	<input type="checkbox"/>
Glasgow	<input type="checkbox"/>	Milton Keynes	<input type="checkbox"/>		

DATA PROTECTION

By using your IKEA Business Account, placing an order or the use of the delivery service, you consent to your personal data (as defined in the Data Protection Act 1998) supplied by you to us, or to our agents/subcontractors, being processed by companies within the IKEA Group (and companies providing financial services to the IKEA Group) for sales and marketing purposes.

If you do not wish your name to be passed on to other companies please tick here.

Please now read our Terms and Conditions. It is important that you sign the completed document.

TERMS AND CONDITIONS

1.1 - INTRODUCTION

The IKEA Business Account Service is only available to business that is, companies which are registered at Companies House, companies based overseas which have a registered branch in the UK, partnerships, sole traders and government bodies and agencies) ("Business") who wish to purchase IKEA goods for their business. By applying to open an IKEA Business Account, you agree that the general sales conditions set out below will be binding on you and will together form your agreement with us in relation to the Business Account. The references to "you" throughout the general sales conditions set out below are a reference to the Business that makes an application to open a business Account. In the case of sole traders and partnerships, the Proprietors of that Business are also required to be signatories to the application form and, therefore, these general sales conditions are equally binding on them (in case of a partnership, on a "joint and several" basis).

1.2 - JOINING THE IKEA BUSINESS SERVICE

In order to apply to join the IKEA Business Service, you must complete an IKEA Business Account application form and send a signed copy to IKEA Limited (Kingston Park, Fletton, Peterborough PE2 9ET) or any IKEA store in mainland UK. Before accepting the application, IKEA Limited (IKEA) reserves the right to ask you for any additional information it considers necessary to assess your application. You agree that we may disclose details of and relating to your application on your account to any credit reference agency and to other persons for credit vetting and fraud prevention purposes. IKEA reserves the right to decline any application that does not (in our reasonable opinion) satisfy IKEA's eligibility requirements. If we accept your application, IKEA will issue you with a welcome pack based on the type of business account ("IKEA Business Account") you have chosen. The types of account we offer are as follows:

CARD ACCOUNT – On this type of account, IKEA will issue up to a maximum of 5 cards for each account (the authorised user of each such card being a "Cardholder"). The card will state the account name and account number. Identification will be required when shopping in store to confirm the bearer's authority to purchase. You will be responsible for all purchases made by Cardholders on the account. Identifying the Cardholders to whom you want cards to be issued in the application form constitutes your request that cards be issued to the relevant Cardholders.

PURCHASE ORDER ACCOUNT – this type of account operates via a purchase order system and, therefore, a company purchase order must be provided prior to submitting an order, together with your IKEA card and ID.

In relation to both types of account, IKEA will set an initial credit limit, which may be reviewed or removed at IKEA's discretion. You may not exceed the credit limit without the prior authorisation of IKEA. If we reduce the credit limit, you must immediately pay us such amount as will ensure that the account is within the new limit. We also reserve the right to terminate your IKEA Business Account at any time by giving you notice in writing. Upon any such notice being issued to you, all amounts owing by you under the Business Account to IKEA will be immediately due and payable. Likewise, you may terminate your participation by contacting us and after we are so notified all cards shall thereafter cease to be valid but the account shall not be closed until we have received all amounts owing (or which may become due) to IKEA. After this Agreement ends, the Business and the Proprietor(s) will still be liable to pay all amounts which are due (or may become due) to us with respect to the account and/or under the Business Account Agreement.

1.3 - USE OF THE IKEA CARD

You are responsible for all account transactions made on your Business Account and, accordingly, you accept full liability and responsibility for all purchases made on the Business Account. You must make sure that the Cardholders use the card(s) in accordance with these terms and conditions. In the case of the Card Account, if you become aware that a card is lost or stolen or if you believe that any card is being used fraudulently, you must notify us as soon as possible. Only the person named on the card will be entitled to use the card and we will require evidence of their identity. Please note, all cards issued remain the property of IKEA. The card(s) may only be used for the purpose of purchasing goods to be used by the business.

1.4 - SHOPPING AND ORDERING AT IKEA

You are welcome and encouraged to visit IKEA stores for shopping. When doing so, you will be required to use the IKEA Business Card with an ID or show a valid purchase order with an ID to confirm authority to purchase on account.

A customer can place an order remotely by:

- Fax at 08453 555663
- E-Mail at business.orders@memo.ikea.com
- Post to IKEA Limited, Kingston Park, Fletton, Peterborough PE2 9ET
- Or in certain instances submit an order form to one of our external sales persons.

When available, Business Account holders will be able to place orders via the internet. All orders placed via the internet will also be subject to any terms and conditions of use and sale contained on the website. For further information on ordering, you can contact us on 08453 555 662.

When a credit limit has not yet been assigned or has been exceeded, the customer may submit a payment in advance (IKEA Limited, Kingston Park, Fletton, Peterborough PE2 9ET).

We will only process an order if you are up to date on all payments due on your Business Account and if that order will not cause the credit limit of your Business Account to be exceeded.

All prices are final and subject to VAT at the current rate (for which, if VAT is due, you will be liable). Unless otherwise indicated, prices do not include delivery, installation or assembly. If a delivery charge is due, we will notify you of this at the time of the order and, unless agreed otherwise, this delivery charge will be added to your account. All orders are subject to availability of goods and acceptance of the order by IKEA. All goods offered by IKEA can be purchased with an IKEA Business Account, with the exception of IKEA Restaurant, food products and Gift Vouchers. We reserve the right to remove goods from the range of goods, which can be purchased through the IKEA Business Account in our sole discretion at any time.

1.5 - PAYMENT CONDITIONS

IKEA will submit an invoice to you for all purchases made through an IKEA Business Account for every purchase.

Invoices must be settled in one payment within 45 days from the date shown on the invoice. IKEA reserves the right to charge interest on late payment at the statutory rate in force on the due date of payment.

IKEA shall be entitled to recover any reasonable sums it incurs in recovering any late payment. You are not entitled to withhold wholly or in part on the grounds of a complaint or product return.

1.6 - RESERVATION OF TITLE

The title to the goods delivered or sold to you will remain property of IKEA until payment in full in cleared funds has been received. However, the risk of loss of or damage to the goods passes to you when delivery takes place. Until the point at which we receive payment in full in cleared funds from you, you must keep the goods marked, as the property of IKEA and you will hold the goods as IKEA's fiduciary agent and bailey. IKEA may at any point until ownership passes demand that you deliver up the goods to IKEA and if you fail to do this, IKEA (or its nominated representative) shall be entitled to enter onto your premises or any premises where the goods are stored and reclaim them.

1.7 - IKEA's LIABILITY

Except as expressly set out in writing (whether in these Business Service conditions or otherwise), IKEA accepts no liability whatsoever to you for any direct, indirect, special, consequential losses, suffered or incurred by you (whether arising in contract, tort or otherwise). Nothing in this paragraph 1.7 excludes IKEA's liability for death or personal injury caused by its negligence or for any other liability for which it is not possible to limit or exclude by operation of law.

1.8 - AFTER SALES SUPPORT

For any query regarding the status of an order, delivery, account or any other queries regarding the IKEA Business Services, the customer can contact us on 08453 555662.

1.9 - GENERAL

- 1.9.1 We will send any information relating to the account and any written notice or demand to the Business's last-known address (being that specified in the application form, unless we receive written notification to update such address). We will always treat the notice of demand as having been received at the relevant address.
- 1.9.2 If the business, any Proprietor or Cardholder changes name, address or other contact details, you must notify us immediately.
- 1.9.3 We may assign, transfer or sub-contract our rights or duties under this agreement or in respect of any sums due without prior notice (except if required by law) or arrange for any other person to carry out our rights or duties under this agreement. If we do this, it will not reduce any rights or increase any duties of the Business or any Proprietor(s) unless the relevant person agrees otherwise. Neither the Business nor Proprietor may transfer any of their respective rights or duties under this agreement.
- 1.9.4 A reference to a person in this agreement (where the context requires) includes a reference to an individual, firm, company, partnership, unincorporated association or body corporate wherever it is incorporated or situated and also includes a reference to that person's legal representatives, successors and assigns.
- 1.9.5 We can delay enforcing our rights under this agreement without losing them.
- 1.9.6 If we cannot enforce any term or condition of this agreement, it will not affect any of the other terms or conditions in this agreement.
- 1.9.7 Your agreement with us is governed by the law of England and Wales and the Business and each Proprietor submit to the exclusive jurisdiction of the English courts.
- 1.9.8 These terms and conditions and the application form constitute the entire agreement between the parties about their subject matter and all other representations, confirmations or other statements or provisions are expressly excluded and/or superseded.
- 1.9.9 We may change these terms and conditions at any time by giving you notice in writing.

2.0 - CANCELLATION POLICY

Any cancellation of purchase orders must be notified to IKEA within 24 hours, after this time, a handling fee of £50 will be charged to cover our administration costs on all orders that are cancelled. Please note: orders for custom made worktops and made-to-order sofas, once confirmed, cannot be cancelled at any time. This guarantee is in addition to and does not affect your statutory rights.

3.0 - RETURNS POLICY

Return unused and unpacked items within 90 days, with your till receipt, for a full refund. Items unpacked are subject to a 30% refund reduction. Please note: this policy does not apply to mattresses (unless unused and unpacked), cut fabric, 'bargain corner' purchases, or goods ordered to your specifications (such as custom-made worktops or sofas). This guarantee is in addition to your statutory rights and does not affect your ability to return products that are defective or do not correspond to their description.

CUSTOMER DECLARATION AND CONSENT

The information contained in this form is true and correct. I authorise IKEA Ltd to make credit enquiries and take out references as it so wishes to assess the credit worthiness of my/our business. I have read, understood and agree to abide by the terms of this contract. I confirm that I have the authority to make purchases on behalf of the named business. THIS SECTION MUST BE COMPLETED IN INK.

Signature _____

Signature _____

Name (print) _____

Name (print) _____

Position _____ Date _____

Position _____ Date _____

TERMS AND CONDITIONS

1.1 - INTRODUCTION

The IKEA Business Account Service is only available to business that is, companies which are registered at Companies House, companies based overseas which have a registered branch in the UK, partnerships, sole traders and government bodies and agencies) ("Business") who wish to purchase IKEA goods for their business. By applying to open an IKEA Business Account, you agree that the general sales conditions set out below will be binding on you and will together form your agreement with us in relation to the Business Account. The references to "you" throughout the general sales conditions set out below are a reference to the Business that makes an application to open a Business Account. In the case of sole traders and partnerships, the Proprietors of that Business are also required to be signatories to the application form and, therefore, these general sales conditions are equally binding on them (in case of a partnership, on a "joint and several" basis).

1.2 - JOINING THE IKEA BUSINESS SERVICE

In order to apply to join the IKEA Business Service, you must complete an IKEA Business Account application form and send a signed copy to IKEA Limited (Kingston Park, Fletton, Peterborough PE2 9ET) or any IKEA store in mainland UK. Before accepting the application, IKEA Limited (IKEA) reserves the right to ask you for any additional information it considers necessary to assess your application. You agree that we may disclose details of and relating to your application on your account to any credit reference agency and to other persons for credit vetting and fraud prevention purposes. IKEA reserves the right to decline any application that does not (in our reasonable opinion) satisfy IKEA's eligibility requirements. If we accept your application, IKEA will issue you with a welcome pack based on the type of business account ("IKEA Business Account") you have chosen. The types of account we offer are as follows:

CARD ACCOUNT – On this type of account, IKEA will issue up to a maximum of 5 cards for each account (the authorised user of each such card being a "Cardholder"). The card will state the account name and account number. Identification will be required when shopping in store to confirm the bearer's authority to purchase. You will be responsible for all purchases made by Cardholders on the account. Identifying the Cardholders to whom you want cards to be issued in the application form constitutes your request that cards be issued to the relevant Cardholders.

PURCHASE ORDER ACCOUNT – this type of account operates via a purchase order system and, therefore, a company purchase order must be provided prior to submitting an order, together with your IKEA card and ID.

In relation to both types of account, IKEA will set an initial credit limit, which may be reviewed or removed at IKEA's discretion. You may not exceed the credit limit without the prior authorisation of IKEA. If we reduce the credit limited, you must immediately pay us such amount as will ensure that the account is within the new limit. We also reserve the right to terminate your IKEA Business Account at any time by giving your notice in writing. Upon any such notice being issued to you, all amounts owing by you under the Business Account to IKEA will be immediately due and payable. Likewise, you may terminate your participation by contacting us and after we are so notified all cards shall thereafter cease to be valid but the account shall not be closed until we have received all amounts owing (or which may become due) to IKEA. After this Agreement ends, the Business and the Proprietor(s) will still be liable to pay all amounts which are due (or may become due) to us with respect to the account and/or under the Business Account Agreement.

1.3 - USE OF THE IKEA CARD

You are responsible for all account transactions made on your Business Account and, accordingly, you accept full liability and responsibility for all purchases made on the Business Account. You must make sure that the Cardholders use the card(s) in accordance with these terms and conditions. In the case of the Card Account, if you become aware that a card is lost or stolen or if you believe that any card is being used fraudulently, you must notify us as soon as possible. Only the person named on the card will be entitled to use the card and we will require evidence of their identity. Please note, all cards issued remain the property of IKEA. The card(s) may only be used for the purpose of purchasing goods to be used by the business.

1.4 - SHOPPING AND ORDERING AT IKEA

You are welcome and encouraged to visit IKEA stores for shopping. When doing so, you will be required to use the IKEA Business Card with an ID or show a valid purchase order with an ID to confirm authority to purchase on account.

A customer can place an order remotely by:

- Fax at 08453 555663
- E-Mail at business.orders@memo.ikea.com
- Post to IKEA Limited, Kingston Park, Fletton, Peterborough PE2 9ET
- Or in certain instances submit an order form to one of our external sales persons.

When available, Business Account holders will be able to place orders via the internet. All orders placed via the internet will also be subject to any terms and conditions of use and sale contained on the website. For further information on ordering, you can contact us on 08453 555 662.

When a credit limit has not yet been assigned or has been exceeded, the customer may submit a payment in advance (IKEA Limited, Kingston Park, Fletton, Peterborough PE2 9ET).

We will only process an order if you are up to date on all payments due on your Business Account and if that order will not cause the credit limit of your Business Account to be exceeded.

All prices are final and subject to VAT at the current rate (for which, if VAT is due, you will be liable). Unless otherwise indicated, prices do not include delivery, installation or assembly. If a delivery charge is due, we will notify you of this at the time of the order and, unless agreed otherwise, this delivery charge will be added to your account. All orders are subject to availability of goods and acceptance of the order by IKEA. All goods offered by IKEA can be purchased with an IKEA Business Account, with the exception of IKEA Restaurant, food products and Gift Vouchers. We reserve the right to remove goods from the range of goods, which can be purchased through the IKEA Business Account in our sole discretion at any time.

1.5 - PAYMENT CONDITIONS

IKEA will submit an invoice to you for all purchases made through an IKEA Business Account for every purchase.

Invoices must be settled in one payment within 45 days from the date shown on the invoice. IKEA reserves the right to charge interest on late payment at the statutory rate in force on the due date of payment. IKEA shall be entitled to recover any reasonable sums it incurs in recovering any late payment. You are not entitled to withhold wholly or in part on the grounds of a complaint or product return.

1.6 - RESERVATION OF TITLE

The title to the goods delivered or sold to you will remain property of IKEA until payment in full in cleared funds has been received. However, the risk of loss of or damage to the goods passes to you when delivery takes place. Until the point at which we receive payment in full in cleared funds from you, you must keep the goods marked, as the property of IKEA and you will hold the goods as IKEA's fiduciary agent and bailee. IKEA may at any point until ownership passes demand that you deliver up the goods to IKEA and if you fail to do this, IKEA (or its nominated representative) shall be entitled to enter onto your premises or any premises where the goods are stored and reclaim them.

1.7 - IKEA'S LIABILITY

Except as expressly set out in writing (whether in these Business Service conditions or otherwise), IKEA accepts no liability whatsoever to you for any direct, indirect, special, consequential losses, suffered or incurred by you (whether arising in contract, tort or otherwise). Nothing in this paragraph 1.7 excludes IKEA's liability for death or personal injury caused by its negligence or for any other liability for which it is not possible to limit or exclude by operation of law.

1.8 - AFTER SALES SUPPORT

For any query regarding the status of an order, delivery, account or any other queries regarding the IKEA Business Services, the customer can contact us on 08453 555662.

1.9 - GENERAL

- 1.9.1 We will send any information relating to the account and any written notice or demand to the Business's last-known address (being that specified in the application form, unless we receive written notification to update such address). We will always treat the notice of demand as having been received at the relevant address.
- 1.9.2 If the business, any Proprietor or Cardholder changes name, address or other contact details, you must notify us immediately.
- 1.9.3 We may assign, transfer or sub-contract our rights or duties under this agreement or in respect of any sums due without prior notice (except if required by law) or arrange for any other person to carry out our rights or duties under this agreement. If we do this, it will not reduce any rights or increase any duties of the Business or any Proprietor(s) unless the relevant person agrees otherwise. Neither the Business nor Proprietor may transfer any of their respective rights or duties under this agreement.
- 1.9.4 A reference to a person in this agreement (where the context requires) includes a reference to an individual, firm, company, partnership, unincorporated association or body corporate wherever it is incorporated or situated and also includes a reference to that person's legal representatives, successors and assigns.
- 1.9.5 We can delay enforcing our rights under this agreement without losing them.
- 1.9.6 If we cannot enforce any term or condition of this agreement, it will not affect any of the other terms or conditions in this agreement.
- 1.9.7 Your agreement with us is governed by the law of England and Wales and the Business and each Proprietor submit to the exclusive jurisdiction of the English courts.
- 1.9.8 These terms and conditions and the application form constitute the entire agreement between the parties about their subject matter and all other representations, confirmations or other statements or provisions are expressly excluded and/or superseded.
- 1.9.9 We may change these terms and conditions at any time by giving you notice in writing.

2.0 - CANCELLATION POLICY

Any cancellation of purchase orders must be notified to IKEA within 24 hours, after this time, a handling fee of £50 will be charged to cover our administration costs on all orders that are cancelled. Please note: orders for custom made worktops and made-to-order sofas, once confirmed, cannot be cancelled at any time. This guarantee is in addition to and does not affect your statutory rights.

3.0 - RETURNS POLICY

Return unused and unpacked items within 90 days, with your till receipt, for a full refund. Items unpacked are subject to a 30% refund reduction. Please note: this policy does not apply to mattresses (unless unused and unpacked), cut fabric, 'bargain corner' purchases, or goods ordered to your specifications (such as custom-made worktops or sofas). This guarantee is in addition to your statutory rights and does not affect your ability to return products that are defective or do not correspond to their description.

CUSTOMER DECLARATION AND CONSENT

The information contained in this form is true and correct. I authorise IKEA Ltd to make credit enquiries and take out references as it so wishes to assess the credit worthiness of my/our business. I have read, understood and agree to abide by the terms of this contract. I confirm that I have the authority to make purchases on behalf of the named business. **THIS SECTION MUST BE COMPLETED IN INK.**



The IKEA Business account.

For Value, Quality and Convenience

Apply today for your IKEA Business Account and enjoy:

- Mail order on selected items
- 45 days' payment facility (subject to status)
- Purchases invoiced
- Space planning help and advise
- Competitively priced delivery service
- 3rd party assembly service

Apply for your IKEA Business account today.

Apply today and post to:

IKEA Business, Kingston Park, Fletton,
Peterborough PE2 9ET

For further information:
Tel: 08453 555662; Fax: 08453 555663
Email: business.orders@memo.ikea.com

Your IKEA Business Account card can be used to shop in store for any IKEA product up to your agreed credit limit.

Alternatively you can contact our Business Direct department to place your order from our distribution range.

For further details telephone 08453 555662

To open an IKEA Business account simply print off this form, fill in your details and either take to your nearest IKEA store or post it to the address shown.

Don't forget that if applying in store you will need picture ID and either a utility bill, company credit card or company cheque book.

For postal applications please enclose a copy of your land line telephone bill for the number quoted on your application.

Account number:

Company name:



BUSINESS account