For your business too.

The IKEA BUSINESS payment card

30 days payment facility (subject to status)
Remote ordering service via email
Fully itemised VAT invoices
Able to shop in store or with our assistance via email (mainland England, Wales and Scotland)
Free planning service for large projects
Access to our Dedicated IKEA BUSINESS team

Apply for your IKEA Business Card.

To open an IKEA Business Account simply print and fill out this form and post it to:
IKEA Limited, Business Accounts Team, Kingston Park, Fletton, Peterborough, PE2 9ET
(Please ensure you have attached a recent utility bill if you are a Limited/plc/Sole Trader or Partnership)

Please ensure that the terms are signed by one of the following:

- **Schools:** Head teacher or school Bursar
- **Limited / plc:** Director or company secretary (as registered at Companies House)
- **Government organisations:** Head of Unit or person responsible for authorising payment of invoices
- **Charities:** Trustee or main contact for charity (as registered on the Charity Commission website)
- **Sole trader/Partnerships:** Proprietor or both Partners.

For further information about opening an account, please contact: uk.business@IKEA.com.

IKEA® BUSINESS
PLEASE COMPLETE ALL SECTIONS IN BLACK INK AND CAPITALS.

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

1. YOUR BUSINESS DETAILS
   Business Name:

   Business Address:

   Post Code:

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

   Alternative contact number: (incl. STD code)

   Business website:

   Contact Name:

   Position:

   INVOICE ADDRESS (if different from above)

   Postcode:

   Email Address: (FOR INVOICES)

2. TYPE OF BUSINESS
   Fill out part A or part B

Part A: PLC/LTD
   Company Registration No:

   VAT no:

   No. of years trading: No. of employees:

Part B: SOLE TRADER/PARTNERSHIP
   PERSONAL DETAILS

   Title:

   Full name:

   Address:

   Post Code:

   Time at address:

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

   Please state previous address if resident at above address under 3 years

   Address:

3. CARDHOLDER DETAILS
   You must complete Section A or Section B

   Do you require your invoices to state your companies Purchase Order?
   (Please note: If you choose a Purchase Order Account you will not be able to shop without a Purchase Order)

   Yes ☐ No ☐

   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:

   Credit request:

   Store where your purchases will normally be made:

   If you are an existing IKEA Business member please enter your number here:

   PLEASE NOW READ OUR TERMS AND CONDITIONS. IT IS IMPORTANT THAT YOU SIGN THE COMPLETED DOCUMENT.
   RETAIN THE BLUE SECTION FOR YOUR RECORDS.

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 ☐

If you do not wish to receive information from IKEA or other companies in future, please tick here ☐
1.1 INTRODUCTION

The IKEA BUSINESS account is only available to businesses that are: companies which are registered at Companies House, companies based overseas which have a registered branch in the UK, partnerships, sole traders, charities and government bodies and agencies based in the UK ("Business") who wish to purchase IKEA goods for commercial use within their business. IKEA goods are not for re-sale or rental purposes and IKEA reserve the right to refuse sale of products where we suspect this to be the case.

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 and terms and conditions relating to distribution orders (the "Agreement"). The references to "you" throughout the general sales conditions set out below are a reference to the Business that makes an application to open an IKEA 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 ACCOUNT

In order to apply to join the IKEA BUSINESS Account, you must complete an IKEA BUSINESS account application form and send a signed copy to IKEA Limited, Business Accounts Team, Kingston Park, Pelton, Peterborough, PE2 9ET.

1.3 SIGNATORIES & APPLICATION

If you are a Limited company you must:

- ensure that the Terms and Conditions are signed by a registered director or company secretary; and
- submit this form with a recent utility bill in the name of the company as stated on the form or registered address for the business

If you are a sole trader or partnership you must:

- ensure that the Terms and Conditions are signed by the proprietor or one of the partners; and
- submit this form with a recent utility bill in the name of the business

If you are a Government body you must:

- ensure the Terms and Conditions are signed by the person in charge of the site (such as the head teacher or head of finance); and
- submit this form with a compliment slip or letter head with the business' details on it.

If you are a registered charity you must:

- ensure these Terms and Conditions are signed by a trustee or main contact for the charity as listed on the Charity Commission website.

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 understand and accept 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.

1.4 CREDIT

IKEA may allocate your IKEA BUSINESS account with a credit limit. If IKEA give you a credit limit, IKEA will set an initial limit which may be reviewed or removed at IKEA’s discretion. You must not exceed the credit limit without the prior authorisation of IKEA. If we reduce the credit limit or if you go over the credit limit, you must pay us such amount to ensure that the account is within your credit limit immediately.

IKEA’s payment terms are strictly 30 days from date of invoice. Failure to pay within this timeframe will result in an automatic stop on your account. No further orders can be placed using the account and orders that are currently in process may also be delayed. IKEA reserves the right to charge interest on late payment at the statutory rate in force on the due date of payment. If we do not receive a response from you and the debt remains unpaid, your account will be passed to our debt collection agency and you may incur interest and late payment fees from this point on. You are not entitled to withhold wholly or in part on the grounds of a complaint or product return.

1.5 USE OF THE IKEA CARD

You are responsible for all account transactions made on your IKEA BUSINESS account and, accordingly, you accept full liability and responsibility for all purchases made on your IKEA BUSINESS account. You must not exceed the credit limit without the prior authorisation of IKEA. If we reduce the credit limit or if you go over the credit limit, you must pay us such amount to ensure that the account is within your credit limit immediately.

If you are a registered charity you must:

- ensure these Terms and Conditions are signed by a trustee or main contact for the charity as listed on the Charity Commission website.

1.6 SHOPPING AND ORDERING AT IKEA

You are welcomed and encouraged to visit IKEA stores for shopping, however, we do recommend that you use the stock check for your local store prior to making the journey to avoid disappointment.

When shopping in store you must take with you the following documents & identification, depending on the type of account you have requested:

PURCHASE ORDER ACCOUNT: You or any member of staff employed by your business may shop directly in store, ensuring you provide your IKEA BUSINESS card, official purchase order on company headed paper & work ID to prove that you do work for the company named on the card.

SWIPE CARD ACCOUNT: With this type of account only the named cardholder may shop and will need to provide acceptable photo identification to the cashier. Acceptable forms of photo identification include UK/EEA/EU passport or EU/EAL National Identity Card

You will be responsible for all purchases made using the IKEA Business Cards.

You may also submit orders via email with our assistance which will also be subject to any terms and conditions contained on the website.

PURCHASE ORDER ACCOUNT: If your system automatically produces an official purchase order, please send this as an attachment to your email request. If you manually generate an order reference each time, you can simply compile an electronic shopping list using our website and use that as your attachment, ensuring that you quote your order reference & full 10 digits of your account number on the email request. The email address for ordering is: ikeabusinessuk.orders@ikea.com (The request to place an order for this type of account must come from the business address, not a personal email address, if the purchase is for a card account then the email must come from the cardholders direct work email address not a group mailbox).

SWIPE CARD ACCOUNT: The emailed order must come from the named cardholder directly, and must quote the full 10 digits from the card. Please compile an electronic shopping list and email this to ikeabusinessuk.orders@ikea.com.

The customer may submit a payment in advance by credit / debit card by contacting us at 0203 6450199, by a CHAPS payment at least one (1) day prior to the date you wish to shop, or by bank transfer at least five (5) days before you wish to shop.

We will only process an order if you are up to date on all payments due on your IKEA BUSINESS account and 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 picking, delivery, installation or assembly these additional charges will be added to your invoice. All orders are subject to availability of goods and acceptance of the order by IKEA. All goods offered by IKEA can be purchased (subject to additional policies provided to you from time to time) with an IKEA BUSINESS account, with the exception of IKEA Restaurant and food products (including from the IKEA Bistro). We reserve the right to remove any goods from the range of goods available to you, which can be purchased through the IKEA BUSINESS account in our sole discretion at any time.

We ask that you allow a minimum of two (2) weeks between order confirmation & delivery dates. We will always aim to deliver sooner but we cannot guarantee anything with less than two (2) weeks lead time due to stock availability and set delivery dates for your post code. Made to order sofas & worktops will be 4-6 weeks from order confirmation date & delivery date & may require a measuring service appointment.

It is your responsibility to provide IKEA with any extra delivery information that may affect the transport company, such as restricted access or security processes, please note that if delivery fails due to your failure to supply this information then IKEA reserves the right to charge a fee for a second delivery attempt.

Gift Cards cannot be purchased using credit.

IKEA may need to change the cost of your delivery due to the size of the order. We will communicate this prior to confirmation of an order.
1.8 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, the goods will remain the property of IKEA and you will remain responsible for ensuring the goods are kept in good condition. 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.

1.9 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 1.9 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.

1.10 TERMINATION
IKEA 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 owed by you under your IKEA BUSINESS account to IKEA will be immediately due and payable.

You may terminate your IKEA BUSINESS account by contacting us at uk.business@ikea.com. Once we have been notified, all IKEA BUSINESS cards shall immediately become invalid but your IKEA BUSINESS account shall not be closed until IKEA has 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 IKEA with respect to the account and/or under this Agreement.

1.11 INTELLECTUAL PROPERTY
IKEA shall own all copyright and any other intellectual property rights in all documents or material produced in relation to your IKEA BUSINESS account. You may not use your relationship with IKEA or the existence of this Agreement for any marketing or financial purposes or as reference in any company presentations, press releases or in any way utilise any trademark of IKEA, on the internet or in any other way to communicate it to the public without IKEA’s prior written approval. You will be solely responsible for an infringement and undertake to indemnify and hold IKEA harmless for any claims or loss in connection with an infringement.

1.12 AFTER SALES SUPPORT
For any query regarding the status of an order or delivery, contact ikeaBUSINESSorders@ikea.com. For account / invoice queries, please email us at: uk.business@ikea.com or if urgent please call on: 0203 6450199.

1.13 GENERAL
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. If the business, any Proprietor or Cardholder changes name, address or other contact details, you must notify us immediately.

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.

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.

We can delay enforcing our rights under this Agreement without losing them. 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.

These terms and conditions are governed by the law of England and Wales and the Business and each Proprietor submit to the exclusive jurisdiction of the English courts.

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.

We may change these terms and conditions at any time. Please regularly check our website www.IKEA.co.uk for updates.

1.14 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.

1.15 RETURNS
All returns are subject to IKEA’s Returns Policy which is detailed on our website www.IKEA.co.uk.

1.16 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 and in the case of a Sole Trader/Partnership where the business cannot be traced to undertake an individual consumer search to obtain a credit rating. 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 _____________