



AtoZminicabs

170 Bridge Court, Stanley Road, Harrow, Middlesex, HA2 8FF, Tel: 0203 662 2470

ACCOUNT OPENING FORM

Business name	
Company number (N/A if sole trader or partnership)	
Registered address	
Main business address (if different)	
Website address	http://

Primary contact name	
Position	
Telephone number	
Mobile number	
Email address	

Secondary contact name (if applicable)	
Position	
Telephone number	
Mobile number	
Email address	

Main method of payment (please circle)	Direct Bank Transfer / Cheque / Cash
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Please sign below to verify the above information is correct and to state that you agree to our terms as detailed in our *Terms of Business* page.

Signed _____

Print Name _____

Position _____

Date _____



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Terms of Business

This document outlines the *Terms of Business* of **AtoZ Minicabs** when applied to work undertaken and charged on account.

Booking

When booking a vehicle for a specific journey, you will be required to provide details of the pick-up and destination locations, any extra locations en route, the passenger name, a contact number if applicable and any reference number which is to be shown on the invoice for the journey.

Costs

A fixed cost for the journey will be agreed at the time of booking. This will be noted and the driver informed. However, if after agreeing such a journey, there are variations to the agreed route at the request of the passenger, then the final cost will be adjusted accordingly. Please note that a 15% administration fee is applicable to all invoices.

Payment

Invoices can be on a fortnightly or monthly basis – our default is fortnightly. Invoices are to be paid in full within 14 days of the date of the invoice.

We offer a variety of payment methods as detailed below:

Payment methods:

By Direct Bank Transfer (BACS/Faster Payments/CHAPS)

AtoZ Minicabs

Bank: Santander

Sort code: 09-01-28

Acc Number: 56803494

Cheque

All cheques should be made payable to **AtoZ Minicabs** and sent to or handed in at the office address at the top of this page.

Cash

Cash payments should be made during office hours Monday-Friday at the office address at the top of this page.

Cancellations

If a booking is cancelled before a vehicle has been despatched for it, then no charge will be made. However, a charge may be applicable if a vehicle has been despatched prior to cancellation based upon how far en route the vehicle has travelled.

No Shows

If after waiting for a minimum of 15 minutes after the booked pick up time, the passenger for whom the taxi is booked fails to show, then we reserve the right to charge the full fare for the journey booked. However, we will endeavour to contact the passenger to ascertain the reason for and length of any delay.