



PART OF PARAGON GROUP

OGP CREDIT ACCOUNT APPLICATION FORM

This form must be completed in full, and the terms must be accepted by an authorised official of the business. Please return with a copy of your letterhead paper. Please return your completed application to: OGPRegistration@officedepot.ie

Type of business

Charity	<input type="checkbox"/>	Partnership/ Sole trader	<input type="checkbox"/>	Limited/ Public company	<input type="checkbox"/>	Local government	<input type="checkbox"/>
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Full legal name:

Trading as:

Invoice trading address:

Registered office address

Company/ charity registration number:

VAT registration number:

WHTX? (Withholding Tax?) Yes / No

Monthly credit limit: (for Credit control use): Annual expected spend:

Invoice requirements

Do you use purchase orders?

if YES what format do they take (ie PO-XXXXX)

NB invoiced per order refers to OT Group Ltd sales order numbers. If invoiced by your purchase order you must use only one purchase per order placed and not re-use them. Note: If delivered differs from PO, use Customer Services to amend Sales Order prior to invoice.

How frequently do you want to be invoiced:

Daily Weekly Monthly

How would you like to be invoiced:

CONSOLIDATED Per Delivery Per Cost Centre

If consolidated, what format would you like: Fully itemised:

One line with report:

Email address for invoices & credit notes:

Your Accounts Payable contact name:

Telephone number:

Email address:



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(CREDIT ACCOUNT APPLICATION
FORM CONT.)

Business sector (ie: Education, Financial)	Please state
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How did you hear about us:	Internet:	Word of mouth
If other please specify:		

Signature:			
Print name:			
Date:		Position:	

By signing this application form you agree that:
(a) The information contained in this form is true and correct. (b) You are authorised to bind the account holder to this agreement by signing it. You agree that under the 2018 data protection act you consent to OT Group Limited processing, storing and consulting the data provided on this form and may share this information with other credit agencies. (c) We will make a search against you and your partners/company with a credit reference agency, which will keep a record of that search. (d) We may also make enquiries about the principal directors with a credit reference agency. (e) you accept our payment terms of 30 days from invoice date.

OTGI Ltd T/A Office Depot Ireland is registered in Ireland, registered number is 670218. Registered office at 4060 Kingswood Rd, Citywest Business Campus, Dublin 24. Vat Registration IE3689443LH
Any Queries arising from Invoices Must Be Notified Within 3 Working Days To The Service Centre: Please notify iecs@officedepot.ie.
Only Approved Returns Will Be Accepted. E&OE. The Goods And Services On The Invoice Are Bound By The Agreed Terms And Conditions. Please note: Our approved Carrier Partner collects, Holds and Stores POD information for 60 days only. Any request after this timeframe may be chargeable.