



**Internal use Only**

|  |          |                  |          |
|--|----------|------------------|----------|
| <b>Internal use Only</b>   |          |                  |          |
| Checked by:  |          | Date:            |          |
| Terms & Conditions signed form received                                    | Yes / No | Date:            |          |
| Credit Check undertaken:   | Yes / No | Date:            |          |
| Credit Check result:   |          | Credit Approved: | Yes / No |
| Customer Average payment days  |          |                  |          |
| Amount of Credit Approved:   | £        |                  |          |
| Reviewed & Agreed by Head of Financial Services                            | Yes / No | Date:            |          |
| Reviewed & Agreed by Director of Finance & Governance (Non-Standard T&C's) | Yes / No | Date:            |          |

## Version control

| V | Last amended | Author    | Reason for amendment                                | Review date  |
|---|--------------|-----------|---|--------------|
| 1 | 19/12/2019   | K Cowell  | Converted to new format                             | January 2021 |
| 2 | 20/12/2023   | M Woolman | To amend some wording and contact details required. | January 2025 |
|   |              |           |   |              |
|   |              |           |   |              |

| Form Owner                 |  |
|----------------------------|--|
| Head of Financial Services |  |

| Related operational policies/business rules/process | Reference |
|---|-----------|
| Credit Terms Business Rule                          | FINBR0001 |
| Process – Credit Account                            | FINPRO003 |
|   |           |