



# Educational Account Application for Independent Establishments

N.B. Processing of account applications take approximately 10 days, after which time you will be notified of our decision. Online applications are generally processed 2 days faster - you can apply online at [www.heinemann.co.uk/accountapp](http://www.heinemann.co.uk/accountapp)

## 1 Establishment name and address

--

## 2 Establishment details

Telephone number	
Email address	
Fax number	
Web address	

## 3 Establishment invoice address

Name of establishment	
Address	
City	
County/Province/State	
Postal/Zip Code	
Country	
Telephone number	
Fax number	

## 4 Establishment delivery address (leave blank if same as above)

Name of establishment	
Address	
City	
County/Province/State	
Postal/Zip Code	
Country	
Telephone number	
Fax number	

**5 Based outside the UK and using freight forwarder? Fill in freight forwarder details below (leave blank if doesn't apply)**

Name of Company	
Address	
City	
County/Province/State	
Postal/Zip Code	
Country	
Telephone number	
Fax number	
Email address	

**6 Additional establishment details**

Name of Headteacher/Principal	
Number on roll	
Minimum age	
Maximum age	
Type of establishment (eg school, college, training establishment)	
Date of establishment (if since 2000)	

**7 Bank name and address**

--

**8 Your bank account details**

Account number	
Sort code	

**9 Establishment and payment information**

Name of Bursar/Finance Officer	
Email address	
Telephone number	
Expected method of payment	
Please state any additional funding sources	

## Please add in the full name and address of two trade references

### 10 Credit reference 1

Company name	
Address	
Email address	
Telephone number	
Fax number	
Your contact	
Your account number	

### 11 Credit reference 2

Company name	
Address	
Email address	
Telephone number	
Fax number	
Your contact	
Your account number	

### Data Protection Notice:

For the purposes of establishing and maintaining a credit account and collection of payments due, Pearson Education will apply for and use credit references. Pearson Education will also supply credit references to third party trading companies if requested.

If an account is established, Pearson Education and its agents and distributors, including Pearson Education associated companies both inside and outside the European union, will retain in hard copy and on computer certain personal information about you, which will include your credit position and information provided on this form. Relevant information will be disclosed, on application, to the Inland Revenue, Customs & Excise and equivalent authorities outside the UK for the purpose of assessment and collection of taxes. Please let us know of any changes to the information on this form.

### 12 I/We

- \* **Authorise you to approach my/our Bankers for a reference**
- \* **Confirm that all the above details are correct**
- \* **Confirm that we have read the terms and conditions of sale and agree to be bound by them**
- \* **Acknowledge that we will pay all invoices in accordance with these Terms**
- \* **Confirm that we have read Pearson Education's Data Protection Notice.**

I/We confirm the above

Name	
Signature	
Job Title	
Direct line	
Email address	
Date	

**Please supply a copy of your Official Company Letterhead  
For Pearson Education office only**

Sales Authorisation	
Date	
Credit Control Area	
Period (days)	
Credit Limit	
Currency	
Authorised by Credit Control	
Date	

Please help us ensure an efficient service once your account has been opened by providing additional information. We will use it to ensure you get correct information from us.

**13 Which curriculum do you follow?**

- UK
- US
- IB: PYP
- IB: MYP
- IB Diploma
- Local

Other (please specify)

**14 Are you planning to stock/order:**

- Primary Maths
- Primary Literacy
- Primary Science
- Primary Other
- Secondary Maths
- Secondary Science
- Secondary English
- Secondary Other
- Vocational

**15 Would you like a current catalogue to match these subjects**

- Yes
- No

**16 Would you like to discuss your requirements with one of our consultants?**

- Yes
- No