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New Client Account Form

Trading Name _____

Legal Name (if different) _____

Please tick business entity: Limited Co _____ Sole Trader _____ Partnership _____ Govt. _____ Other _____

Subsidiary _____ If Subsidiary please state Parent Company Name _____

Trading Address: _____

Invoicing Name & Address (if different from above) _____

How do you wish to receive your Invoice: Post _____ Email _____ Email address: _____

Tel No: _____ Fax: _____ Web: _____

Your recruitment needs from Sigmar (please tick): Temporary Staff _____ Permanent Staff _____ Contract Staff _____

Company Number: _____ When did you start trading (year): _____

VAT Number: _____ RCT (Relevant contract tax) tick if applicable: _____ Is

your company VAT Exempt, please tick: Yes: _____ No: _____ (If so please attach a 13B VAT exemption form)

Do you have a Purchase Order System? _____ (If so a po must be provided prior to/at time candidate starts)

Accounts Payable Contact: _____ Tel: _____

Accounts Payable email: _____

Trade References:

Table with 4 columns: Company Name, Nature of Business, Contact, Phone No. Rows 1 and 2.

This information may be used to support a request for credit facilities and give permission to contact Trade references provided. Payment terms: We acknowledge your payment terms are 30 days from date of invoice and agree to conform to this requirement. An additional late payment interest charge will be applied on all overdue invoices after 30 days and are charged in line with the ECB daily rate. Refund Structure: In the event of a permanent placement employee leaving within the first 3 months of commencement, I acknowledge the following: 75% refund up to 4 weeks; 50% refund up to 8 weeks and 25% refund up to 12 weeks. There is no refund outside of the first 12 weeks.

I accept and agree to all the terms and conditions outlined above.

Signed on behalf of (Company): _____

Signature: (A duly authorised officer) _____ Print Name: _____

Position: _____ Date: _____

Signed on behalf of Sigmar Recruitment Ltd: _____ Date: _____

Office Use only: TRC| CC| PO| VE| RC _____ AB+Date _____