

Account Holders Details

The person taking responsibility for storage and payments.

Company Name (If applicable) _____

Mrs/Miss/Ms/Mr/Other _____

First Name _____

Last Name _____

Address _____

Postcode _____

Preferred Contact No. _____

Home Telephone No. _____

Mobile No. _____

Work Telephone No. _____

Which is your preferred method of contact?

Email ☐ Mobile ☐ Home phone ☐ Work phone ☐

Email (please enter an email address that is checked regularly)

Invoice address and details

Is your invoice address the same as your contact address? Yes ☐ No ☐

Address _____

Postcode _____

Preferred Contact No. _____

Email (please enter an email address that is checked regularly)

Collection Address

Will you be delivering your storage items yourself? *

Yes ☐ No ☐

Is the collection address the same as your contact address? Yes ☐ No ☐

Address _____

Postcode _____

Email _____

Preferred Contact No. _____

Contact Name. _____

Elected contact

Please give details of a person, resident in the UK whom we can contact in the event that you should become unreachable for whatever reason. This contact must have your permission to access your storage.

Mrs/Miss/Ms/Mr/Other _____

First Name _____

Last Name _____

Address _____

Postcode _____

Preferred Contact No. _____

Home Telephone No. _____

Mobile No. _____

Work Telephone No. _____

Which is their preferred method of contact?

Email ☐ Mobile ☐ Home phone ☐ Work phone ☐

Email (please enter an email address that is checked regularly)

Unit size

Please select the size and number of units you require by putting a quantity next to each unit:

10 sqft _____ 160 sqft _____

35 sqft _____ 320 sqft _____

Collection Date

Please state your preferred collection date:

Please note collections and deliveries are between 7.00 am and 12 noon, on weekdays only

Storage Duration

Please state your anticipated out of store date or Storage term:

Access to Storage Unit(s)

Do you require access to your storage unit/s?

Yes ☐ No ☐

Please note that access options vary depending on the size of unit you have selected.

Enter the details of all your storage items. Please try to be accurate with the information you provide, as this will form the basis of any insurance claims that might arise. If you do not declare a value for each item, Storing.com will only be liable for a maximum of £40 for that item. See our terms and conditions for further details.

Household items come in various sizes and methods of construction. Please give as much information as possible and try to specify the storage details for each item, e.g: stacked or flat packed, fragile?

Beds Size, divan or slatted, mattress included?
Sofas 2 or 3 seater inc approximate lengths. Can be stored vertically?
Chairs Can they be stacked or are they foldable?
Tables Approximate sizes, Construction – wood, glass, metal. Can it be dismantled, folded or legs removed?
Boxes Please state the box sizes and contents – Glassware, kitchen equipment, clothes, books, ornaments etc
Appliances MUST be disconnected from service prior to collection.

All flat packed items should be taken apart before collection – failure to do so may result in an increase in storage space required.

Signature _____

Print Name _____

Please sign and print your name to confirm that all these items are your own personal property or that you are in custody control of these goods. If you require more space, please complete an additional sheet

Collection Details

Please confirm that your storage items will be packed (by you) and ready for collection:

Yes ☐ No ☐

Parking facilities at Collection Address

It is vital that you provide us with as much information as possible regarding parking at the collection address.

Are parking facilities within sight of your property?

Yes ☐ No ☐

If no, where is the nearest available parking area?

Please indicate the type of parking restrictions:

Off road ☐ Goods only ☐ Metered ☐
Red route ☐ Resident only ☐ None ☐

Will a residents permit be supplied?

Yes ☐ No ☐

Are you in the Congestion Charge zone?

Yes ☐ No ☐

Failure to arrange proper parking facilities for our vehicle, may result in our cancelling your collection.

Any parking fees and fines incurred due to insufficient parking arrangements are charged to the customer (as per our Terms & Conditions). Please confirm that you understand & agree to this statement by marking this box: ☐

Access at the Collection Address

Please select the distance from the vehicle to the property door: 10 feet ☐ 20 feet ☐ 30 feet ☐

40 feet ☐ 50 feet ☐ Other

Please select the type of property:

Flat ☐ House ☐ Commercial ☐ Other ☐

Details:

Please confirm the **Floor Level**

Please state whether there are regular problems with parking near the collection address, i.e. narrow or very busy street, or if there are any special instructions that we need to follow.

Did all items for collection go into the property through the usual front/rear access door? Yes ☐ No ☐

Are there any items that require special access?

Yes ☐ No ☐ If yes, please give details:

Is there a lift in the building and will it be operational on day of our visit. Yes ☐ No ☐

Type of lift: Person only ☐ Goods ☐

Size: large ☐ small ☐ very small ☐

Instruction to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

Reference (To be completed by Storing.com)

--

Originator's Identification Number

8	3	7	3	9	7
---	---	---	---	---	---

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



FOR STORING.COM LIMITED OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

Please pay Storing.com Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Storing.com Limited and if so, details will be passed electronically to my Bank/Building Society.

Signature

Date _____

--

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Storing.com Limited will notify you three working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Storing.com Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

Security code

Please supply a 5 digit code of numbers and/or letters which will be requested each time you contact storing.com to discuss your account.

--	--	--	--	--

Payments

Invoices by email

Storing.com actively discourages the use of paper and encourages recycling. With the environment in mind, we send invoices by email, rather than by post as a standard.

*Initial Payment

An initial payment (to cover the first four weeks of storage plus any collection charges) needs to be made by credit or debit card via telephone to your storage advisor. **(There is an additional 3% charge for credit card users).**

*Regular Payment

Subsequent payments are taken every 4weeks via Direct Debit – this may result in two payments being taken in one calendar month. Storing.com's preferred payment method is by direct debit.

Upon completion please return this form by email to sales@storing.com or post to **Storing.com Limited, Long Haydons, Bletsoe, Bedford, MK44 1QW** and a storage advisor will contact you to confirm your storage booking.

If you have any queries please call on freephone **08000 641 642** or visit our website at www.storing.com

Terms and conditions

February 2016

Please sign and print your name below to confirm that you have read and agree to our terms and conditions.

Signature _____

Print Name _____

Our terms and conditions can be found on our website at www.storing.com at the bottom of every page and as a PDF and MS Word document on the Booking Forms page.

Date _____

For office use only

Cost of storage per 4 weeks	£	:
Declared Value Charge per 4 weeks	£	:
Collection charge	£	:
Total for initial payment	£	:
Total for regular payment	£	:

PLEASE NOTE

For security reasons your card details cannot be entered here. One of our advisors will call to take these details over the phone.

Card Type

Visa Credit | Visa Debit | MasterCard | Visa Electron | MasterCard Debit

Customer Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Customer Name (as appears on card)

3 Digit Security Code

--	--	--

Valid from:

--	--

Valid to:

--	--

Card Address