

Customer Account Ref:

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Job No:

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 OFFICE ONLY

Account Holder's 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. _____

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

Which is their preferred method of contact?

Email Mobile Home phone Work phone

By providing the details required in this form you give your informed consent to opt-in under our [Privacy Policy](#).

Invoice Address and Details

Is your invoice address the same as your contact address?

Yes No

Address _____

Postcode _____

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

Preferred Contact No. _____

All invoices will be delivered by email only to the email address you have provided in the Account Holder Details above unless you have specified otherwise.

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 Elected Contact must have your written permission to access your storage and you must have their permission to give us their contact details below as well as for us to contact them should the situation arise.

Mrs/Miss/Ms/Mr/Other _____

First Name _____

Last Name _____

Address _____

Postcode _____

Preferred Contact No. _____

Home Telephone No. _____

Mobile No. _____

Work Telephone No. _____

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

Which is their preferred method of contact?

Email Mobile Home phone Work phone

Unit Size

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

10 sqft _____ 80 sqft _____

28 sqft _____ 160 sqft _____

35 sqft _____ 320 sqft _____

58 sqft _____

Collection Date

Please state your preferred collection date:

Please note collections and deliveries are between 7.00am and 12noon 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.

* Required Field

** For the cost of storing.com collecting your storage items please call a sales advisor. Collection charges are calculated in respect of length of storage period, geographic location and size of storage unit.

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Inventory

Enter the details of all your storage items. Please be accurate with the information you provide, as this will form the basis of any insurance claims that might arise. Please note that where you do not declare a value for your items on this storage booking form, you accept that our liability for each item in the event of loss of or damage to your goods caused by negligence or breach of contract on our part, is limited to £40.

If you wish to declare a value for your goods in order to increase our liability under these terms, this will be charged at a rate of £1.50 plus VAT per week per £1000 of declared value for the goods in storage ("Declared Value Charge"). This rate may be reviewed from time to time and you will be advised of any increase in writing. The Declared Value Charge will be added to your invoice along with the storage charges.

» [Please see our terms and conditions for further details](#)

Additional Information

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?

Details to bear in mind:

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.

Item Name	Size/Type	Quantity	Declared Value	Additional Information
» Find out about insurance	Total Declared Value			

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. By signing you also confirm that you understand that where you do not declare a value for your items on this storage booking form, our liability for each item is limited to £40 if negligent. If you require more space, please complete an additional sheet.

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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 Residents only None

Will a resident's 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 state 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 the 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

Please fill in the whole form including official use box using a ball point pen and send it to:

Storing.com Limited
Long Haydons
Bletsoe
Bedford
MK44 1QW

Originator's Identification Number

8	3	7	3	9	7
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FOR STORING.COM LIMITED OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

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.

Signatures
Date

Customer Account Ref:

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OFFICE ONLY

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

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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.

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Security Question

Please supply a Pets name or Date of Birth which will be requested each time you contact storing.com to discuss your account.

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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.

Regular Payment

Subsequent payments are taken every 4 weeks via Direct Debit – this may result in two payments being taken in one calendar month, **as there are 13 invoices in a year**. 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

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

Signature _____

Print Name _____

August 2020

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

Date _____