



Port of Felixstowe
 Tomline House, The Dock, Felixstowe
 Suffolk, IP11 3SY, United Kingdom
 Tel : +44 (0)1394 604500
 Fax : +44 (0)1394 604949
 www.portoffelixstowe.co.uk

VEHICLE BOOKING SYSTEM (VBS) APPLICATION FORM

Company Name _____
 RHIDES/VBS User Name *(delete as appropriate)* _____ Destin 8 Code *(if applicable)* _____
 Company Registration No. *(if applicable)* _____ VAT Registration No. *(if applicable)* _____

Please complete registered address if different from invoice address

Invoice Address

Registered Address (if different)

_____	_____
_____	_____
_____	_____
Postcode _____	Postcode _____
Telephone No. _____	Telephone No. _____
Fax No. _____	Fax No. _____

Contact name for invoice _____	Contact name for VBS (if different) _____
Email Address _____	Email Address* _____
	<i>*An active email address is required to use and gain access to VBS.</i>
Telephone No. _____	Telephone No. _____

We confirm that the above information is correct and undertake to notify the Port of Felixstowe in writing of any revisions thereto.

Authorised Name _____	Position _____
Signature _____	Date _____

Use of this account will be deemed acceptance of our Terms and Conditions.

Terms & Conditions:

These terms are in addition to The Felixstowe Dock and Railway Company's (FDRC) General Trading Terms and Conditions, which apply to the provision of VBS and any other services provided by FDRC.
<http://www.portoffelixstowe.co.uk/commercial/documents/gttc2011.pdf>

The tariff for VBS and details of how VBS will operate will be published on FDRC's website (www.portoffelixstowe.co.uk/VBS), and both may be revised by FDRC from time to time.

VBS will be available to customers, on acceptance of a Direct Debit mandate by FDRC's banking facility.

Cancellation of Direct Debits and returned and unpaid Direct Debits will lead to the removal of access to VBS.

Transactions will be invoiced on a monthly basis, and made available online via customers' VBS accounts. Payment will be taken by Direct Debit on the 25th day of the month following the month in which the invoice was raised for or, if this is not a working day, on the next working day.

Any bona fide query on any invoice is to be raised by the customer in writing within 30 days of the date of the invoice, or the customer shall be deemed to have accepted such invoice.

The customer shall bear the risk of misuse of any passwords, security devices or other means of access used to obtain connection to the customer's VBS account.

For further information on VBS, please refer to the VBS section of the website (www.portoffelixstowe.co.uk/VBS).

Please return to: VBS Finance Administrator, Tomline House, The Dock, Felixstowe, Suffolk IP11 3SY

Internal Use:

<u>Credit Control:</u>	VBS Administrator (Name) _____
Customer account created _____ (Date & Initial)	Date received _____
Customer account No. _____	Details entered _____
Copy sent to VBS Administrator _____ (Date & Initial)	Login generated & Email sent _____
DD mandate sent to bank _____ (Date & Initial)	(Date & Initial)
DD active _____ (Date & Initial)	

