

# Account Application & Initial Order Form



## Terms & Conditions

1. To open an account, your first three orders must be paid on pro-forma. Thereafter, customers may order and pay on account, within an agreed credit limit.

### BAC's Payment Information:

Bank: Barclays Bank Account

Name: Horticultural Trades Association Gift Voucher Scheme

Account No: 43399184

Sort Code: 20-71-03

2. Following initial order, subsequent orders must be submitted by email to [services@hta.org.uk](mailto:services@hta.org.uk)
3. Credit accounts must be paid within 30 days from date of invoice. Orders from customers who have outstanding invoices will not be processed. The HTA reserves the right to charge interest on late payment of invoices at the rate of 3% per annum above the Bank of England base rate from time to time in force and/or decline to sell further vouchers until all overdue amounts are paid in full.
4. Discounts may only be taken if payments are made in accordance with condition 3, above.
5. National Garden Gift Vouchers are despatched by tracked courier service. Despatches occur within 48 hours, subject to the order being received by 2:30pm. The first three orders require payment prior to despatch.  
**Please note:** Orders are not despatched on Fridays.
6. The HTA takes no responsibility for loss or damage to any National Garden Gift Vouchers, although this should be reported to the HTA immediately. Any discrepancy between quantity ordered and quantity delivered, including non-delivery, must be reported to The HTA within 24 hours.

7. There is a requirement by law that National Garden Gift Vouchers purchased for award purposes must be declared to the Inland Revenue.
8. All National Garden Gift Vouchers remain the property of the HTA, even if off site, until they have been paid for in full.
9. Until ownership of the vouchers has passed to the customer, the customer shall:
  - Hold the vouchers on a fiduciary basis as the HTA's bailee
  - Store the vouchers in such a way that they remain readily identifiable as the HTA's property
  - Not destroy, deface or obscure any identifying mark on or relating to the vouchers
  - Maintain the vouchers in satisfactory condition
  - Indemnify the HTA against all costs, claims, liabilities, losses, expenses arising from any theft or other loss of the vouchers
10. Where the customer uses a third party company to receive the vouchers, it is the customers responsibility to ensure clause 9 is adhered to by their third party company.
11. Where the HTA logo, corporate style or images supplied by the HTA are used in promotional material, the artwork must be approved by the HTA before use.
12. No sale or return policy is available on National Garden Gift Vouchers sold.
13. The HTA reserves the right to alter the above conditions.

Horticulture House  
Chilton, Didcot  
Oxfordshire  
OX11 0RN

T 0333 003 3550

E [services@hta.org.uk](mailto:services@hta.org.uk)



Operators of the scheme

The National Garden Gift Vouchers, Corporate Gift Voucher Service is operated by the Horticultural Trades Association (The HTA) on behalf of our members and can be exchanged at most gardening retail outlets throughout the UK. Please see our website for a list of stockists at [www.thevouchergarden.co.uk/find](http://www.thevouchergarden.co.uk/find). The HTA agrees to supply, and the customer agrees to purchase, National Garden Gift Vouchers as listed below, subject to terms and conditions stated on the reverse of this order form.



Purchase Order No \_\_\_\_\_

Title \_\_\_\_\_ Initials \_\_\_\_\_

Surname \_\_\_\_\_

Position \_\_\_\_\_

Company Name \_\_\_\_\_

Company Registration No \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Delivery Contact (Named Recipient) \_\_\_\_\_

Delivery address (if different from main address) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Denomination	Quantity	Sub total
£5		
£10		
£25		
£50		
	Total	
	Discount (%)	
	Net Total	
Number of free presentation cards & envelopes required		

### Payment method

(Payment must accompany your first 3 orders).

Payment by BACS is preferred. Please find our bank details below. Other payment options may be available if security and fraud procedures are approved.

Bank: Barclays Bank  
 Account Name: Horticultural Trades Association  
 Gift Voucher Scheme  
 Account No: 43399184  
 Sort Code: 20-71-03

Orders must be placed before 2:30pm for next day delivery. Orders received on a Friday will be sent out on the next working day.

### Completed form

Once your order form is complete, please return it, with your payment, via one of the following methods:

- 1 a scanned copy to: [services@hta.org.uk](mailto:services@hta.org.uk)
- 2 a printed copy via post to: HTA Services Ordering Department, The Horticultural Trades Association, Horticulture House, Chilton, Didcot, Oxfordshire, OX11 0RN

### Confirmation

You will receive a dispatch note in your parcel upon delivery, however if you need further clarification please contact [services@hta.org.uk](mailto:services@hta.org.uk) or 0333 003 3550.

If you have any queries regarding your order, please call 0333 003 3550 or email [services@hta.org.uk](mailto:services@hta.org.uk)



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