**Account Application Form**

**Please return this form to info@mannlink.com**

|  |  |
| --- | --- |
| *Company Name* |  |
| Registered Trading Name |  |
| Address |  |
|  |  |
| Tel No |  | Fax No |  |
| Company No |  | Date of Incorporation |  |
| Accounts Contact |  | Accounts emailAnnual travel spend |  |
| Booking Contact |  |
| *Bank Details - Name* |  |
| Address |  |
|  |  |
| A/C Name |  |
| A/C No |  | Sort Code |  |
|  |  |
| *Directors* 1 |  | 3 |  |
|  2 |  | 4 |  |
|  |  |  |  |
| *Trade Reference 1* | *Trade Reference 2* |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
| Tel No |  | Tel No |  |
| Contact |  | Contact |  |
|  |  |  |  |

**Terms & Conditions**

**1. Definitions**

“Island Business Travel” means the travel services supplier.

“Client” means the person, firm or company utilising the services provided.

**2. Scope**

Island Business Travel hereby agrees that it will, as and to the extent requested, provide travel agency services to the client. Said services shall include all services customarily performed by a full-service travel agency for corporate clients and will be performed in a prompt, professional and complete manner, using Island Business Travel’s best efforts to meet the clients service needs and desires.

**3. Application**

These terms and conditions apply to any provision of services or materials by Island Business Travel to the Client.

**4. Formation of Contract**

All services provided by Island Business Travel are subject to the Company’s standard terms and conditions which form part of the Client’s contract with the Company.

**5. Payment**

5.1 Invoices shall be sent to the accounts contact as agreed.

5.2 The payment term is the 10th of the month, following the invoice date.

5.3 Payment shall be made in the currency of the invoice.

5.4 Invoices and Statements settled by credit card will incur a 2% supplement to cover card fees.

5.5 Invoices shall be paid in full without deduction or set off.

5.6 In the event the client fails to make payment in accordance with these terms and conditions, Island Business Travel will charge interest at 2% per month or part thereof on the unpaid sum for that period.

5.7 Island Business Travel, by notice in writing may suspend the supply of travel services, until all outstanding amounts are settled.

**6. Privacy and Confidentiality**

6.1 Island Business Travel shall process all personal data of the employees of the client in accordance with the applicable personal data protection laws.

6.2 Any information exchanged between the Parties, whether or not indicated as confidential, shall be kept strictly confidential by the Parties.

The parties shall treat as and keep confidential all information whether of a technical, commercial or any other nature relating to the other party and shall not at any time divulge any such information to any person not authorised and shall utilise any secret or confidential knowledge or information acquired to the detriment or prejudice of the other party.

**7. Liability and indemnification**

7.1 Island Business Travel shall not be liable for any claim arising out of the performance, non-performance, delay in delivery of services nor for any special, indirect, economic or consequential loss or damage howsoever arising or howsoever caused (including loss of profit or loss of revenue) whether from negligence or otherwise in connection with the supply of services.

7.2 The Client shall fully indemnify Island Business Travel against any liability to third parties arising out of the Client’s use of Island Business Travel.

**8. Warranty**

Island Business Travel hereby warrants and represents that it has all licenses, permits and has otherwise satisfied all requirements under applicable law to provide the services required.

**9. Force Majeure**

Neither party shall be responsible for any failure or delay in performance of its obligations under this agreement (other than the obligation to make payments of money) due to any force majeure event including, Act of God, refusal of license, or other Government Act, fire explosion, embargo, terrorism, civil disturbance, accident, epidemics, lightening damage, strikes, industrial dispute, or any other cause beyond its reasonable control.

**10. Governing Law**

These Trading terms shall be governed by and construed under the Laws of the Isle of Man & Channel Islands.

**11. Effectiveness**

These terms shall be effective upon the signature of the Account Application Form.

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| **DECLARATION** By signing this application, you declare that the information provided by you is correct, and that you accept the terms and conditions of the company. |
| **SIGNATURE:** | **NAME:** |
| **POSITION:** | **DATE:** |

