

# Document Supply Service Business Account Registration Form

Please complete this form using BLOCK CAPITALS

## 1. BLDSS Online Account

Please register for a Personal Online Account at [www.bldss.bl.uk](http://www.bldss.bl.uk)

Please enter your online account ID number

## 2. Delivery Address

ORGANISATION

DEPARTMENT

ADDRESS LINE 1

ADDRESS LINE 2

POST TOWN/CITY

COUNTY/STATE

POST/ZIP CODE

COUNTRY

EMAIL

TELEPHONE NUMBER

## 3. Contact Details

CONTACT TITLE/PREFIX

FIRST NAME

LAST NAME

## 4. Commercial Status

NON-COMMERCIAL ORGANISATION

We will assume that the contact name provided on this form is also responsible for the regulation of Document Supply, under our Library Privilege and International Non-commercial Document Supply Service Terms and Conditions, unless instructed otherwise.

COMMERCIAL ORGANISATION

## 5. Reseller

If your organisation will be reselling documents supplied to you through this service please tick here

You will be sent separate Terms and Conditions

## 6. Estimated Usage Per Month

(Minimum requirement of 100 documents per year)

## 7. Payment Details

We will automatically open a monthly Credit account and charge in GBP £

Please specify if you would rather pay in EURO  OR USD\$

For other account options please contact [customer-services-accounts@bl.uk](mailto:customer-services-accounts@bl.uk)

**8. We confirm that the information given is accurate and that we will abide by the terms and conditions of the Document Supply Service available at [www.bl.uk/terms](http://www.bl.uk/terms) together with all amendments thereto**

SIGNATURE OF AUTHORISED REPRESENTATIVE

DATE

INFORMATION PROVIDED ON THIS FORM WILL BE MANAGED IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998 AND USED TO ADMINISTER YOUR DOCUMENT SUPPLY BUSINESS ACCOUNT

**Please return the application form to:**

[customer-services-accounts@bl.uk](mailto:customer-services-accounts@bl.uk)

or post to:

British Library

Customer Services Accounts

Boston Spa

Wetherby

West Yorkshire

LS23 7BQ

United Kingdom

# Credit Account Application Form

Please complete this form using BLOCK CAPITALS

## 1. Legal Entity Details

ORGANISATION	<input type="text"/>
DEPARTMENT	<input type="text"/>
ADDRESS LINE 1	<input type="text"/>
ADDRESS LINE 2	<input type="text"/>
POST TOWN/CITY	<input type="text"/>
COUNTY/STATE	<input type="text"/>
POST/ZIP CODE	<input type="text"/>
COUNTRY	<input type="text"/>
COMPANY NUMBER (UK ONLY)	<input type="text"/>
STATUS (LTD/PLC ETC)	<input type="text"/>
VAT NUMBER*	<input type="text"/>
NAME OF ALL PROPRIETORS (FOR SOLE TRADE AND PARTNERSHIPS)	<input type="text"/>

\* Value Added Tax: European Community Customers Only.  
EC customers without a VAT registration number will be charged VAT

## 2. Nature of Business

## 3. Bank Details

BANK NAME	<input type="text"/>
ADDRESS LINE 1	<input type="text"/>
POST TOWN/CITY	<input type="text"/>
COUNTY/STATE	<input type="text"/>
POST/ZIP CODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NAME	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
SORT CODE	<input type="text"/>
IBAN/BIC/SWIFT	<input type="text"/>

## 4. Invoice Address (if different from Legal Entity Address)

ORGANISATION	<input type="text"/>
DEPARTMENT	<input type="text"/>
ADDRESS LINE 1	<input type="text"/>
ADDRESS LINE 2	<input type="text"/>
POST TOWN/CITY	<input type="text"/>
COUNTY/STATE	<input type="text"/>
POST/ZIP CODE	<input type="text"/>
COUNTRY	<input type="text"/>

## 5. Contact Details

CONTACT TITLE/PREFIX	<input type="text"/>
FIRST NAME	<input type="text"/>
LAST NAME	<input type="text"/>
EMAIL	<input type="text"/>
TELEPHONE	<input type="text"/>

**6. We confirm that the information given is accurate and that we will abide by the terms and conditions of the services provided.**

SIGNATURE OF AUTHORISED REPRESENTATIVE

DATE

INFORMATION PROVIDED ON THIS FORM WILL BE MANAGED IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998 AND USED TO ADMINISTER YOUR BRITISH LIBRARY CREDIT ACCOUNT

**Please return the application form to:**

customer-services-accounts@bl.uk

or post to:

British Library  
Customer Services Accounts  
Boston Spa  
Wetherby  
West Yorkshire  
LS23 7BQ  
United Kingdom