

IMPORT/EXPORT CUSTOMS CLEARANCE – VAT DOCUMENTATION MANAGEMENT

NEW ACCOUNT INFORMATION SHEET

Please provide the following information to generate an account with Relay Port Agency Ltd:

Full Company Name:	
Address:	
Company Registration No:	
EORI No:	
VAT Registration No:	
Accounts Contact:	Name:
	Email:
	Tel No:

In order to provide the highest level of service to our customers we would like to forward as much correspondence via email as possible. This is for documentation such as import clearances, copy entries, vessel arrival details, sales invoices etc. to this end can you please confirm email contact information so that we can update our servers.

Import Clearances	Name:	Email:
Export Clearances	Name:	Email:

Relay Port Agency Contacts:

Exports: exports@relayportagency.co.uk

Imports: imports@relayportagency.co.uk

Accounts: accounts@relayportagency.co.uk

Please reply to:

Hessle Haven House, 14 Livingstone Road, Hessle HU13 0EG

Tel: (01482) 795288 Fax: (01482) 795289 Email: accounts@relayportagency.co.uk

Office Use Only:

<u>Account Code</u>		
Sage:		Date Entered:
Datafreight:		Date Entered:

<u>Rate Code</u>		
CC		Date Entered:
NES		Date Entered:
CCXT		Date Entered:
CCA		Date Entered: