

**Tavistock Town Council**

***Working for the local community***

Town Council Offices

Drake Road Tavistock

Devon PL19 0AU

Tel: 01822 613529

E-mail: office@tavistock.gov.uk

Website: www.tavistock.gov.uk

31st January 2023

**New Supplier Information Form**

As a new supplier, please complete and return the following company information:

|  |  |
| --- | --- |
| Business Name: |  |
| Business/Correspondence Address: |  |
| Telephone Number: |  |
| Email for Remittance: |  |
| VAT Number: if applicable |  |
| Bank Details for Remittance | |
| Account Name: |  |
| Account Number: |  |
| Sort Code: |  |
| Bank Name: |  |

Signed by:……………………………………………………………………………….Dated:…………………………………….

Name:…………………………………………………………………………………….

Please ensure that ALL Invoices/Statements are addressed as follows: -

Tavistock Town Council

Town Council Offices

Drake Road

Tavistock

Devon PL19 0AU

And either posted or emailed to: [office@tavistock.gov.uk](mailto:office@tavistock.gov.uk)

The correct Purchase Order Number must be quoted on the invoice, which is supplied at the time of the order/service being placed, otherwise we will be unable to process the invoice.

Please note our Terms are, where possible, **30 days** from receipt in this Office, further supplier information can be found on our website:

<https://www.tavistock.gov.uk/council-services/supplier-information>

Thank you.

Privacy – to view a copy of the Council’s Privacy Notice visit – [www.tavistock.gov.uk](http://www.tavistock.gov.uk)