



# ACCOUNT APPLICATION

PLEASE COMPLETE AND RETURN TO GLASGOW TAXIS LTD.  
WE WILL SEND TEAR OFF SECTION TO YOUR BANK.



Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Trade Reference1 \_\_\_\_\_

Trade Reference2 \_\_\_\_\_

Authorisation details (see How it Works Note 2) \_\_\_\_\_

PIN NUMBER- \_\_\_\_\_ PASSWORD- \_\_\_\_\_

PIN NUMBER- \_\_\_\_\_ PASSWORD- \_\_\_\_\_

Signed \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Check Bank Details \_\_\_\_\_

Sales \_\_\_\_\_ CR. Cont. HH / AA

A/C No. \_\_\_\_\_ Informed \_\_\_\_\_

RW F7 06 \_\_\_\_\_ Pin List \_\_\_\_\_

Test \_\_\_\_\_ New/Add List \_\_\_\_\_

Acc.Ent.Cast. \_\_\_\_\_ Lettered \_\_\_\_\_

Date \_\_\_\_\_ Stat. Code \_\_\_\_\_

Glasgow Taxis Limited,  
140 Boden Street,  
Glasgow G40 3PX

☎ 0141 554 2222 ☎ 0141 554 6922

✉ office@glasgowtaxis.co.uk

🌐 www.glasgowtaxis.co.uk



Instruction to your Bank  
or Building Society

Originators Number

8 0 2 3 9 4



1. Name and full postal address of your Bank or Building Society

To: The Manager \_\_\_\_\_  
 \_\_\_\_\_ Bank or Building Society \_\_\_\_\_  
 Address \_\_\_\_\_ Post Code \_\_\_\_\_

2. Name(s) of Account holder(s)

\_\_\_\_\_

3. Branch Sort Code

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. Bank or Building Society Account Number

\_\_\_\_\_

5. Glasgow Taxis Limited Account Code (office use)

\_\_\_\_\_

6. Instructions to your Bank or Building Society. Please pay Glasgow Taxis Limited Direct Debits detailed on this Instruction subject to safeguards ensured by the Direct Debit Guarantee.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Banks and Building Societies may not accept Direct Debit Instructions for some types of Account.



# ACCOUNT APPLICATION FORM

140 Boden Street, Glasgow G40 3PX  
office: 0141 554 2222 fax: 0141 554 6922  
email: office@glasgowtaxis.co.uk  
www.glasgowtaxis.co.uk



## How it Works

1. You are issued with an ex-directory telephone number, which you should give only to personnel who are authorised to use the account. This enables you to have direct access to our Call Centre, by-passing all other telephone calls in the queue.
2. When ordering a taxi, our telephonist will ask you to quote (1) your account number which we will issue to you when your account is opened and (2) a 4 digit PIN number which you will supply on the attached account application form. Please note that if you wish, you may provide us with a different 4 digit PIN number for each member of your staff who will be using the account. As PIN numbers are not printed on your invoice for security reasons, you must, if you wish to identify who ordered each taxi, provide us with a name or password (a department for example) against each PIN number and this name or password will appear on your invoice. You do not have to give us the name or password when ordering a taxi. As PIN number security is your responsibility we cannot be held liable for any fraudulent or unauthorised use.  
To prevent possible misuse of your account e.g. when a member of staff leaves, you may change any PIN number by simply advising us in writing.
3. You will receive one invoice at the end of each month listing in detail all of your journeys. Payment will be deducted by direct debit from your bank account on or around the 28th of the following month.



## What it Costs

- 1.★ **FARES** At the end of every journey the driver enters the fare details into his on-board computer; these details are then transferred to your account.
2. **WAITING TIME** When a taxi is kept waiting this is shown on your Invoice.
3. **ADMINISTRATION** A charge of 12.5% will be added to the total. V.A.T. is payable only on this charge.
4. **CANCELLATIONS** Once a taxi has been dispatched a cancellation will result in a minimum charge.
5. **MINIMUM CHARGE** There is a minimum charge per Credit Hire.
6. A **BOUNDARY CHARGE** is applicable to pick-ups and drop-offs outwith an eight mile radius of Glasgow City Centre.

Should you have any questions or wish further information regarding the above, do not hesitate to contact our Sales Department. They can be contacted on:

Tel: 0141 554 2222 Fax: 0141 554 6922

★ Glasgow City Council Tariff.

## DIRECT DEBIT - YOUR QUESTIONS ANSWERED

---

- Q. Can I Cancel a Direct Debit Instruction?
- A. Yes, instructions can be cancelled by writing to your Bank or Building Society. Send a copy of the cancellation to Glasgow Taxis.
- Q. What happens if a mistake is made?
- A. If an error is made by Glasgow Taxis or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank or Building Society of the amount paid.
- Q. Does signing a Direct Debit Instruction mean that Glasgow Taxis can take money out of my account as they like?
- A. No. Glasgow Taxis can collect only the authorised amount. If this or the date of collection changes we will tell you 14 days in advance so that you will have time to query the bill.
- Q. What sort of Account do I need to use Direct Debit?
- A. Most Current Accounts at Banks and Building Societies can be used to make Direct Debit payments. Some special Deposit Accounts now allow them too – just ask your Branch.
- Q. Can any organisation collect money by Direct Debit?
- A. No. Banks and Building Societies only permit Organisations with known integrity and sound financial and administrative capabilities to collect money by Direct Debit.
- Q. Will I still receive Bills?
- A. Yes, but they will be for information only and to check against your Bank or Building Society statement.

### THE DIRECT DEBIT GUARANTEE

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, you will be notified 14 days in advance or as otherwise agreed.
- If an error is made by Glasgow Taxis or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct debit at anytime by writing to your Bank or Building Society. Please also send a copy of your letter to us.