

## CUSTOMER NOT PRESENT

CUSTOMER DETAILS FORM  
For use when a customer is not present. And no signature is possible for the PDQ receipt.

**The Wholesale Lighting & Electrical Co**  
**Finance Department**  
187-191 Clapham Road  
London  
SW9 0QE  
Tel: 020 7239 8317  
Fax: 020 7239 8332  
E Mail: m.young@ryness.co.uk



**BRANCHES:**

37 Goodge Street, W1T 2PU  
45 Old Compton Street, W1V 5PN  
143 Putney High Street, SW  
103 King Street, Hammersmith, W6 9JG  
211 Kensington High Street, W8 6BD  
6 Kingsgate Parade Victoria SW1E 6SH  
67 Camden High Street, NW1 7JL  
54 Fleet Street, EC4Y 1JU  
184 High Street, Sutton, Surrey  
17 Market Place, Kingston, KT1 1JP  
43-45 Westbourne Grove, London W2 4UA  
413 North End Road, Fulham SW6 1NS  
306 High Holborn, WC1V 7JZ

**TRADE COUNTER:**

13 -17 Baron Street, Islington, N1 9PQ  
187-191 Clapham Road, London, SW9 0QE

Dear Sir / Madam

DATE:

Please complete the form below. It is necessary we have your details recorded when processing a C.N.P (customer not present) transaction. In order to prevent fraudulent transactions, all customer details must be verified before a sale can proceed.

<b>Name as it appears on card</b>			
<b>Billing Address</b>			
<b>Post Code</b>			
<b>Phone Landline</b>			
<b>Bank / Branch</b>			
<b>Card Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Valid Date</b>	<input type="text"/>	<b>Expiry Date</b>	<input type="text"/>
<b>Security Code</b>	<input type="text"/>	<b>Issue number</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Amount of sale</b>	<b>£</b> <input type="text"/>

Once completed return via fax on 020 7239 8332, or post to the address above.

Please note that the details provided are treated as confidential, and will be used for no purpose other than security verification for this transaction.

Sincerely

Maureen Young  
Credit Control Manager

<b>OFFICIAL USE ONLY</b>	<b>Date:</b>	
<b>Clear to proceed</b>	<b>YES</b>	<b>NO</b>
<b>Signed:</b>		