**\*\*COMPLETE FORM IN UPPERCASE\*\***

|  |  |  |
| --- | --- | --- |
|  | **Customer** |   |
|  | Customer Name  |  |
|  | Purchase Order/Contract Number  |  |
|  | Company Registration Number |  |
|  | VAT Registration Number |  |
|  | Street Address  |   |
|  |  |  |
|  | Eircode |  |
|  | Town/City |  |
|  | County |  |
|  | Contact Phone Number  |  |
|  | Accounts Dept Email Address for Statements\*  |  |
|  | Contact Email Address for Invoices |  |
|  | Contact Name  |  |
|  | Contact Position in Company |  |
|  | Currency\*\* |  |
|  | Payment Terms\*\*\* |  |
|  | S56B\*\*\*\* | Y/N |

\* It is preferable that this is a generic email address for the Accounts Dept rather than an individual address e.g. accounts@xyz.ie

\*\* Euro, GBP or USD only

\*\*\* Standard University terms are 30 days, any change to standard terms needs to be approved by Director of Financial Accounting

\*\*\*\* If relevant Form VAT 56B needs to be provided

|  |
| --- |
| **University of Galway Details**  |
| **University of Galway Bank Details:****Bank Name****IBAN****BIC**  |  Bank of Ireland, 43 Eyre Square IE42BOFI90381628453773 BOFIIE2D  |
| **Remittance Advice  Email Address** | income@universityofgalway.ie    |
| **VAT Registration Number** | 0022578J   |