LancGo Airport Transfers
Leaving Lancaster? Let's Go.

Business account application

Schools · Businesses · Contracts · Groups

Thank you for choosing LancGo. Please complete this form and email it to bookings@lancgo.co.uk. We will confirm your account, credit limit and agreed prices in writing, usually within two working days.

1. ORGANISATION

Registered organisation name

Company or charity number

Trading name (if different)

Type: company, school, council, charity, other

Billing address

Town

Postcode

Main phone

2. ACCOUNTS CONTACT (INVOICES AND STATEMENTS)

Full name

Job title

Email for invoices

Phone

3. BOOKING CONTACTS (PEOPLE ALLOWED TO BOOK)

Name

Email

Phone

Name

Email

Phone

4. INVOICE REQUIREMENTS

- [ ] Purchase order number required on every invoice
- [ ] Cost centre or department reference required

Supplier number we should quote (if any)

Expected journeys per month

Main journeys, for example staff airport runs or home to school

5. TERMS OF ACCOUNT

1. **Invoicing.** One invoice a month for all journeys, issued on the first working day of the following month.
2. **Payment.** Payment is due within 30 days of the invoice date, by bank transfer to the account shown on the invoice.
3. **Statements.** A monthly statement lists every journey with date, passenger, route, reference and price, and any balance owed.
4. **Prices.** Prices are fixed and agreed in writing before work starts. Any change is agreed in writing first.
5. **Credit limit.** Each account has a credit limit, set when the account opens and reviewed after three months.
6. **Overdue accounts.** We send a reminder 7 days after the due date. If an invoice is more than 14 days overdue, we pause new bookings until it is paid.
7. **No interest.** We do not charge interest on late payments.
8. **Cancellations.** Journeys cancelled at least 12 hours before collection are free. Later cancellations, or passengers who do not travel after 15 minutes waiting, may be charged.
9. **Changes.** Tell us in writing about changes to contacts, addresses or invoice requirements.

6. DECLARATION

I confirm I am authorised to open this account for the organisation named above, that the details given are correct, and that the organisation accepts the terms of account.

Signature (type your name if sending electronically)

Date

Full name

Position

FOR LANCGO OFFICE USE

Account number

Credit limit (£)

Companies House checked

Date opened