Ashford Business Services Ltd

Vendor Onboarding Form

This form is completed by the supplier and checked by the internal reviewer named in the final section. Do not set up payment for a supplier until the final section is signed. Where a section does not apply to this supplier, write that it does not apply in the relevant field rather than leaving it blank, so the reviewer can tell the question was considered.

A. Legal identity

Item	Detail
Supplier legal name	Sarah Mitchell
Trading name, if different	Sarah Mitchell
Legal form of the supplier	Legal form of the supplier
Registration number	Registration number of supplier
Registered address	14 Oakfield Road, Birmingham B17 9JH
Country of registration	Country of registration of supplier
Year the supplier began trading	Year the supplier began trading
Parent company, if any	Sarah Mitchell

B. Addresses and contacts

Contact purpose	Name	Job title	Email address	Telephone number
Primary contact	Sarah Mitchell	Office Manager	sarah.mitchell@ashford-business-services.co.uk	01632 960 123
Accounts contact	Sarah Mitchell	Office Manager	sarah.mitchell@ashford-business-services.co.uk	01632 960 123
Operational contact	Sarah Mitchell	Office Manager	sarah.mitchell@ashford-business-services.co.uk	01632 960 123
Emergency contact	Sarah Mitchell	Office Manager	sarah.mitchell@ashford-business-services.co.uk	01632 960 123

Trading address, if different from the registered address: 14 Oakfield Road, Birmingham B17 9JH. Address for delivery of notices: 14 Oakfield Road, Birmingham B17 9JH.

C. Goods or services supplied

Description of goods or services to be supplied: Description of goods or services to be supplied by this supplier.

Categories of supply: Categories of goods or services supplied by this supplier.

Usual lead time from order to delivery: 10:30 am.

Minimum order quantity or value, if any: Minimum order quantity or value for this supplier.

D. Banking and payment details

Banking details must be verified by a second channel before payment is set up, using contact details obtained independently of this form. Never change banking details on the basis of a single message or an attachment alone.

Item	Detail
Name of bank	Sarah Mitchell
Name of bank account holder	Sarah Mitchell
Bank account number	Bank account number of supplier
Bank sort code or routing code	Bank sort code or routing code of supplier
International bank code, where applicable	International bank code of supplier
Preferred payment method	JOB-1042
Currency for payments	£45.00

E. Tax and registration

Item	Detail
Tax identification number	Tax identification number of supplier
Tax registration status	Tax registration status of supplier
Tax form or certificate provided	Tax form or certificate provided by supplier
Date tax form or certificate was provided	9 November 2026

F. Insurance and compliance documents

List each document supplied, with its expiry date. A document that has expired must be renewed before approval, unless a written exception is recorded in the final section.

Document	Provided	Expiry date	Checked by
Certificate of insurance for public liability		9 November 2026	Sarah Mitchell
Certificate of insurance for professional indemnity, where applicable		9 November 2026	Sarah Mitchell
Business licence or permit, where applicable		9 November 2026	Sarah Mitchell
Quality certification, where applicable		9 November 2026	Sarah Mitchell

Data protection agreement, where applicable		9 November 2026	Sarah Mitchell

G. References

Reference customer	Contact name	Goods or services supplied to that customer	Period of supply
JOB-1042	JOB-1042	JOB-1042	JOB-1042
JOB-1042	JOB-1042	JOB-1042	JOB-1042

H. Declarations

Conflict of interest declaration: Conflict of interest declaration by the supplier.

Confirmation that the information in this form is accurate: £45.00.

Name of supplier signatory: Sarah Mitchell. Job title of supplier signatory: Office Manager. Date of supplier declaration: 9 November 2026.

I. Internal review and approval

Review step	Reviewer name	Date completed	Result
Identity and registration checked	Sarah Mitchell	9 November 2026	Result of identity check
Banking details verified by a second channel	Sarah Mitchell	9 November 2026	Result of banking verification
Tax and compliance documents checked	Sarah Mitchell	9 November 2026	Result of tax and compliance check
References checked	JOB-1042	JOB-1042	JOB-1042

Supplier code assigned: Supplier code assigned to this supplier. Date supplier approved for ordering: 9 November 2026. Date supplier approved for payment setup: 9 November 2026.

Signatures

Role	Name	Signature	Date
Procurement reviewer	Sarah Mitchell	Sarah Mitchell	Sarah Mitchell
Finance approver	James Patel	James Patel	James Patel