

INTEGRATED FACILITY MANAGEMENT

CLIENT ACCOUNT OPENING FORM

ACCOUNT NAME: _____

ADDRESS: _____

MAILING/CORRESPONDENCE ADDRESS: _____

TELEPHONE NO: _____

EMAIL: _____

PREFERRED MODE OF RECEIVING MONTHLY STATEMENT: POST EMAIL HOLD MAIL SMS

TYPE OF ACCOUNT (PLS TICK): CONTRACT MAINTAINANCE DELUX PAYG

TYPE OF ACCOUNTS	CONTRACT	MAINTAINANCE DELUX	PAY - AS - YOU-GO	
TARGET MARKET	CORPORATE ORGANISATIONS - (POST PAID OR PRE-PAID)	TOP MANAGEMENT OF WELL STRUCTURED ORGANISATIONS/HIGH NETWORTH INDIVIDUALS	ANYBODY (CORPORATE OR PRIVATE); 70% OF AMOUNT QUOTED FOR THE JOB AND BALANCE IMMEDIATELY AFTER COMPLETION	
CLASSES OF MAINTAINANCE DELUX ACCOUNT				
S/N	CLASS	MONTHLY CREDIT SERVICE LIMIT	PLS TICK	REMARK
1	PREMIUM	=N=500,000		
2	GOLD	=N=200,000		
3	SILVER	=N=50,000		
DOCUMENTS NEEDED FOR ACCOUNT OPENING AND ACTIVATION FOR ALL CLASSES				
S/N	DOCUMENTS NEEDED	CONTRACT	MAINTAINANCE DELUX	PAY-AS-YOU-GO
1	COMPLETED ACCOUNT OPENING FORM	YES	YES	YES

2	VALID MEANS OF IDENTIFICATION (DRIVER LICENCE, NATIONAL ID OR VOTERS CARD) FOR EACH SIGNATORY OR AT LEAST LETTER OF APPOINTMENT ON COMPANY'S LETTERHEAD	YES	YES	NO
3	TWO (2) PASSPORT PHOTOGRAPHS FOR EACH SIGNATORY	NO	YES	NO
5	COPY OF HOUSE UTILITY BILL	YES	YES	NO
6	APPLICATION FEES; N5,500.00 (To cover Address verification, background and credit check. Like us on facebook and follow us on Twitter and get N500 discount. @RINFRAST)	NO	YES	NO
7	SLA (SERVICE LEVEL AGREEMENT) TO BE PROVIDED AFTER ACCOUNT HAS BEEN OPENED.	YES	YES	NO
8	APPROVED JOB ORDER FORM	YES	YES	YES
9	YOUR PREFEREES CLASS MUST NOT BE MORE THAN 20% OF YOUR MONTHLY INCOME. PAY SLIP OR BANK STATEMENT AS PROOF.	NO	YES	NO

PAYMENT MODE: (PLS TICK): POS CHEQUE ONLINE TRANSFER CASH
 LODGEMENT

OCCUPATION/BUSINESS: _____

BUSINESSADDRESS: _____

TEL: _____

EMAIL: _____

NATURE OF BUSINESS (PLS SPECIFY): _____

AUTHORIZED SIGNATORY TO THE ACCOUNT

S/N	NAME	TELEPHONE NO	SIGNATURE
1			
2			
3			
SIGNATURE MANDATE			

TERMS & CONDITIONS

- All our Services Include Procurement, Installation, Maintenance, Servicing & Repairs
- Upon Sign on, we shall undertake a walk-through inspection of your Assets in order to make available spares for servicing you for the purpose of an Asset register
- Background and credit check may be carried out
- N5,500.00 Application fees to cover Address verification, background and credit check. **Like us on facebook and follow us on Twitter and get N500 discount.**
<https://web.facebook.com/richardsltd>, @RINFRAS
- More information or documentation may be required from applicant depending on the services that may be needed from us.
- Services cost above Class or package limit will require immediate cash payment.
- Monthly Service charge of 10% on work done applicable for all class of package except PAYG
- 5% VAT on all transactions.

APPLICATION LETTER

We/I _____ request for the opening of a Facility Management Account with Richards Infrastructures Limited. We certify that the above particulars are correct and agree to be bound by the terms and conditions governing the operation of the account.

In addition, We/I acknowledge and accepts that any default in meeting any financial obligations may be reported and registered at the various credit bureaus, and the parties shall irrevocably and unconditionally consent to Richards Infrastructures Limited providing any and all information on this transaction to such credit bureaus.

Authorized Signatory & Date

Authorized Signatory & Date