



YOUR COMPANY NAME

DATE _____

RE: New Customer – Please sign this letter

Dear (Your name) _____,

I would like to take this opportunity to welcome to you as a customer to Mitchell Storage and Distribution and thank you for allowing us to provide you with our services thus far.

I have sent our RHA terms and conditions of carriage that I hope you will find useful to gain more knowledge about our company and to give you an insight as to how we work, assuring you of our best intentions at all times. In order to open an account, we would appreciate if you could return this letter via fax or post with a signature of authority to confirm you have read, understood and will comply with both these terms and conditions. Please also send the 'Application for Credit' form back to us as soon as possible so we can obtain references otherwise service may be postponed until it is received.

If you would like any further information, please do not hesitate to call myself or any other member of staff at MSD and we will be glad to be of assistance.

Once again, thank you for choosing to distribute with MSD and we look forward to building a strong business relationship with you and your company.

Yours Sincerely,

Tom Ball

Tom Ball, General Manager
For and On Behalf of MSD

Please sign here:.....

Name:.....

Position:.....

Date:.....

To agree on behalf on _____(your company name here)_____ to adhere to the RHA terms and conditions enclosed.