



# Customer Pack

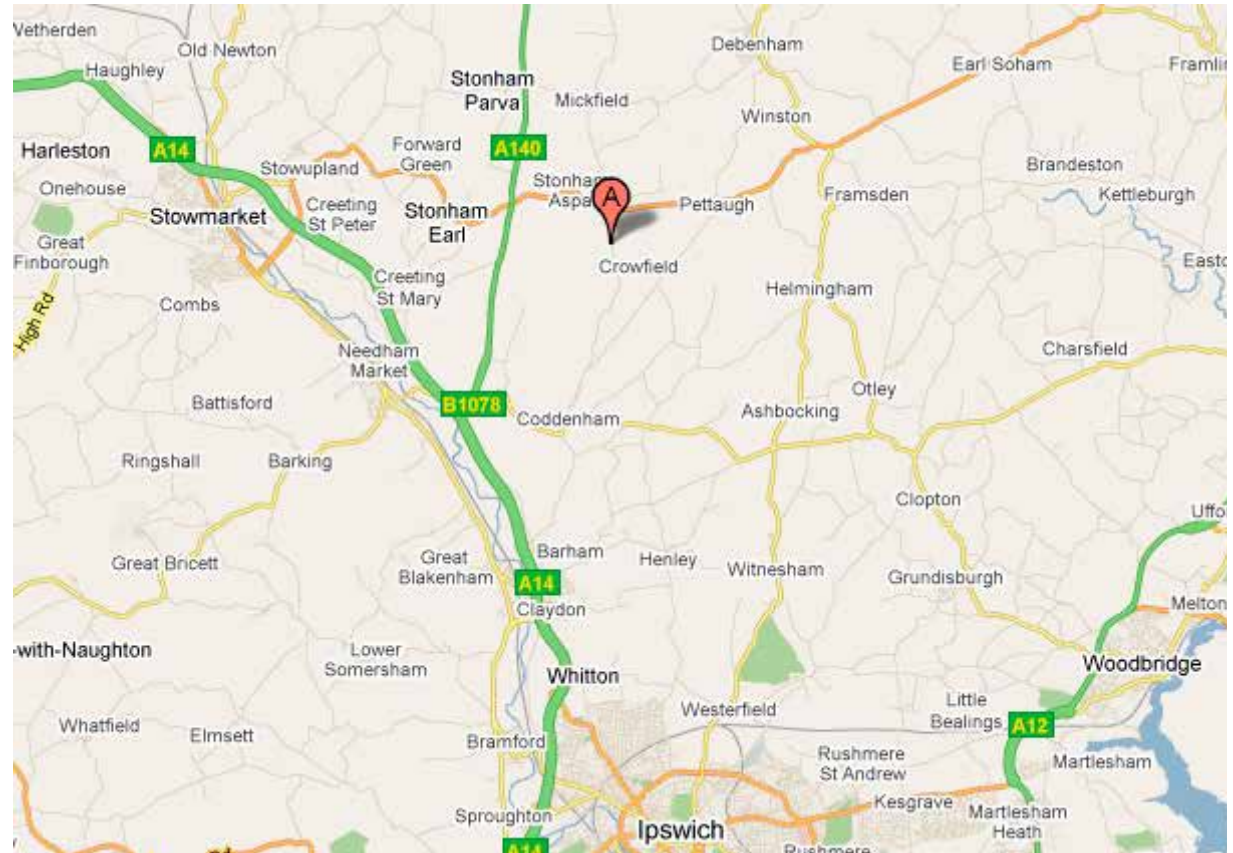
# Map & Directions



We are based in Woodfarm Business Centre, which is conveniently located close to the junction of the A14 and A140 enabling services to be offered throughout a large part of East Anglia.

Stowbox,  
Woodfarm Business Centre,  
Stonham Road,  
Crowfield,  
Ipswich  
IP6 9TH

Tel: 01449 711478  
Fax: 01449 710408  
E-Mail: [reg@stowbox.co.uk](mailto:reg@stowbox.co.uk)



Follow the A14 (Ipswich to Stowmarket) until the Beacon Hill Junction. Head towards Norwich and follow the A140 for approx 3miles. Turn right on the A1120 junction (at the bottom of the hill), sign posted 'Stonham Aspal'. Travel though the village, past the Ten Bells Public House (on left-hand side). When leaving the village you will approach a football field on your right. Turn right at the junction directly past the playing field, sign posted 'Woodfarm Business Centre and Crowfield Church'. Follow the lane for approx 1/2mile. Woodfarm Business Centre is on the right hand side.

# ID Information



FOR SECURITY REASONS ANYONE WISHING TO USE OUR STORAGE FACILITIES WILL NEED TO PROVIDE PROOF OF IDENTIFICATION.

Listed below are two groups showing the types of identification required  
From Group A proof of who you are and from Group B proof of residence  
Documents issued by an official authority, which cannot easily be forged and include a photograph, are preferred

PLEASE NOTE: YOU CANNOT USE THE SAME DOCUMENT TO PROVIDE BOTH IDENTITY AND ADDRESS  
Please select one item from each of the following lists:

## **Group A (name verification)**

- Current/Valid signed Passport
- National ID card if not from an EU country
- Residence permit issued by Home Office to EU nationals on sight of own country passport
- Current signed Full (not Provisional) Driving License (old and new style)
- Building Industry Subcontractors Tax certificate issued by the Inland Revenue
- Benefit book from the Benefits Agency
- Inland Revenue Tax Notification
- Bank, Building Society or credit union statement or passbook containing current address

## **Group B (address verification)**

- Recent (not more than 3 months old) bill or a certificate from a supplier of utilities (except mobile phones) confirming the arrangement pay for the services on pre-payment terms
- Local Authority tax bill (valid for the current year)
- Current UK Photo Card Driving License (if not used for evidence of name)
- Bank, Building Society or credit union statement or passbook containing current address
- The most recent (not more than 15 months old) original mortgage statement from a recognised lender
- Local council rent card or tenancy agreement
- Benefits book or original notification letter from the benefits agency confirming the rights to benefit (if not used for evidence of name)

# Registration Form



Name: \_\_\_\_\_ Unit Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

E mail Address: \_\_\_\_\_

Monthly Rate for Ref: 20/8/8    Rental £    80.00            (per month, in advance) [ ]

Monthly Rate for Ref: 10/8/8    Rental £    50.00            (per month, in advance) [ ]

Date of start of storage: \_\_\_/\_\_\_/\_\_\_

Date I wish to vacate my Stowbox: \_\_\_/\_\_\_/\_\_\_ (If known)

Bank Details:

*Direct Debit* :    Santander. Sort Code 09-01-29. Account No 02270528.

*Cheques*:        Please make cheques payable to "Stowbox Ltd"

Receipt required    Y / N

**I agree to Terms & Conditions & above**

Signed \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

# Storage Terms & Conditions



## General

- The Storage period is based on calendar monthly. Any part thereof will be charged at the weekly/daily rate.
- Rental Charges will be made on a weekly/monthly basis, payable in advance.
- Much of the Business Centre is covered by CCTV, we are currently testing and adding web cams to the remaining areas to further security.
- Access during storage period is generally available during office hours, outside of this please call or email and we shall endeavor to accommodate your needs. Should it be necessary on a regular basis, provision of a main entrance key can be considered on an individual basis.
- Stowbox Ltd (The Company) reserves the right to move containers during the period of storage for the purpose of gaining access to other areas of storage accommodation.
- The Company will accept no responsibility for loss or damage occasioned to any Goods stored whilst in the company's custody other than that caused by negligence of the Company, its agents or servants.
- In the unlikely event and in extreme weather conditions the steel structure of our containers can suffer from condensation therefore we encourage you to cover items with polythene to eliminate any dampness (we are happy to supply you with the polythene free of charge).
- At expiration of the storage period any items not collected by their owners will incur the next period of charges and be held until payment is received or if any unpaid debt exceeds 60 days we shall reserve the right to sell/dispose items in storage to cover outstanding monies and make the store available for re-let.
- We review our storage charges periodically. You will be given 1 months notice in writing of any increase.
- Termination of this Contract will be by 1 calendar months notice in writing, given by either party.
- Failure to make the monthly rental charge will result in the following: 1st month overdue, storage location will be double locked, and late payment fee of £12 charged. 2nd month overdue, another late payment of £12 will be charged. 3rd month overdue, debt will be recovered through the sale of content within storage and any cleaning and disposal costs will be added to the debt. This debt will then be handed over to our legal department.

# Storage Terms & Conditions



## Your Responsibility

- Owners must take out adequate insurance cover for their goods in storage against all insurable risks, as they may deem desirable for the storage period.
- Prepare and adequately stabilise all appliances or electrical equipment prior to their storage.
- Empty properly, defrost and clean refrigerators and deep freezers. We are not responsible for contents, or damaged caused through incorrectly putting into storage
- All Calor Gas cylinders and other combustible or flammable materials must be removed from all appliances prior to commencement of storage.
- Provide us with a contact address for correspondence during storage period and immediate updates of any changes whatsoever.
- To return keys/locks as provided in good condition to obtain deposit refund.

## Goods not to be Submitted for Storage

- Any Animals and other cages and tanks including pets, birds, fish or livestock
- Goods which require special licences or Government permission.
- Fresh, refrigerated or frozen foods.
- No hazardous waste. If you are found to be storing this your details be will passed over to the authorities. You will also be responsible for any associated costs and charges.

## Ownership of the goods

- By entering into this contract you declare that the goods to be stored and removed are your own property, OR the persons who own or have an interest in them, have given you authority to make this contract, and have been made aware of these conditions.
- You will meet any claim for damages and/or costs against us if these declarations are not true.

Signed \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_