

CONTRACT AUTHORISATION DETAIL

For Gas / Electricity contract(s) beginning 2016

IF YOU ARE YOU A MICRO BUSINESS YOU HAVE TO BE GIVEN THE MAIN TERMS OF THE CONTRACT BEFORE YOU ENTER INTO A CONTRACT WITH A SUPPLIER.

Suppliers have to meet certain contract conditions, and clients can use the Energy Ombudsman Scheme if they are a Micro business. To qualify as a micro business only one of the given criteria must be met. Please indicate which of these criteria you meet

Employ less than 10 full time staff (or equivalent), and have a turnover less than 2 million euros	Yes / no
Consume less than 293,000 kWhs of gas <u>or</u> less than 100,000 kWhs of electricity per year	Yes / no

CESC Ltd may ask clients to pay a Fee, but only in the following circumstances ~

1. For large supply sites (over 732,000 kWhs Gas or over 100,000 units of electricity) to cover the greater complexities involved, any site visits, advice, etc
2. If a saving in excess of £500 is made in the resolution of any dispute or claim with Suppliers.
Standard Fees are based on 10% of any savings achieved, with a current minimum fee of £139.
3. For the costs incurred of CESC's work on client's behalf prior to an early termination of this agreement.
4. Any work such as accountancy or investigations for which the fee basis will be agreed in advance.

Please complete:

Our preferred contract length would be...	1yr	2yr	3yr	4yr	Don't mind
We would like to remain with the same supplier	Yes	No	Maybe		
Please choose one of the following.....					
a) We authorise CESC to complete the process of arranging the contract, from contract negotiation to completion, on our behalf without further consultation					
b) We wish to evaluate the offers received and authorise CESC to accept our chosen contract offer (to include signing the chosen offer if necessary)	A	B	C		
c) We have ticked the box at the bottom of the LOA as we wish to make all decisions, and sign all documents					

MANY CONTRACT OFFERS EXPIRE ON THE DAY THAT THEY ARE ISSUED, AND ARE SUBJECT TO WITHDRAWAL.

IF YOU HAVE CHOSEN TO NOT GIVE CESC AUTHORITY TO SIGN DOCUMENTS, A RESPONSIBLE MEMBER OF YOUR ORGANISATION MAY NEED TO BE AVAILABLE TO CONSIDER OFFERS, AND MAKE A CONTRACT DECISION, BETWEEN THE HOURS OF 1PM AND 3PM ON AN AGREED DATE

Client Details

SignedDate

Name Position

Email Tel..... Fax

For and on behalf of

Company Registration Number or Registered or Exempt Charity Number.....