



# Cost Centre Services

cost reduction solutions

Dear Client,

Thank you for choosing Cost Centre Services (CCS).

There are a few simple steps for you to take before we can begin to validate your energy account, run procurement tenders and investigate whether you are entitled to any refunds.

First, please complete our **Letter of Authority (LOA)** because it gives us permission to deal with your energy supplier. Please copy and paste onto your headed paper. The LOA permission includes stopping you being rolled into a new contract where typically, a supplier could charge around 30% more than the market rate for your new contract. Accordingly we protect your interests and serve notice to your supplier at the appropriate time. You will receive a copy of this notification. Rest assured that you will not be cut off. You still have the choice to stay with the same supplier or sign with another at the end of your contract.

We provide a free **Account Validation Service (AVS)** but we share any rebates we recover. We will be in touch if during the AVS compilation; we suspect that you are owed a refund. The AVS normally takes between around 3 weeks.

Our **Competitive Tendering Process (CTP)** is a quotation service offered to clients around 3 months before expiry of contracts. We receive a commission payment from the winning supplier that is included in the tariff you pay. This is received regardless of the supplier you choose. We remain fully independent and any one supplier does not influence our opinions.

Secondly, please gather your latest invoices (for each of your meters) to ensure you have all pages and all sides if copying. Then, read your meters and record the readings on each invoice or better still take a picture of the meter.

Finally, please return all paperwork by electronic means (scan of fax) or post to our office.

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Our T&Cs are available on our website [www.costcentre.co.uk](http://www.costcentre.co.uk)

Thank you again for your interest in Cost Centre Services.