LETTER OF AUTHORITY, to allow your energy suppliers to give us billing information.

*Please complete your company details, **which must agree with the information shown on supplier invoices.** If you have invoices in the name of different companies, please complete this form for each of your companies.*

To speed up the process please complete your account numbers on the second page. We may have to request a copy invoice from you if the above information is inaccurate and your supplier will not communicate with us.

Business Name (as on the bill):

_____

Business Address (as on the bill):

_____

_____ Postcode: _____

Email Address: _____ Tel. No: _____

1. I/We authorise Cost Centre Services to act as our energy management company and to access our account information.

2. They are authorised to obtain quotations for our electricity and gas supplies and deal with all related enquiries.

3. They can fully investigate billing disputes including over or under payments on our behalf.

4. To protect our position we authorise Cost Centre Services to prevent us being automatically rolled into a new contract.

5. This authority lasts for 12 months from the date of signature.

Signed: _____ Dated: _____

Name:_____ Position:_____

The Letter of Authority and copy Invoices can be:

Emailed to: operations@costcentre.co.uk

Faxed to: 0345 450 1447

Posted to: Cost Centre Services Ltd, 1 & 2 Merchants Court, St Georges Street, Norwich, NR3 1AB

Account details

Required **only** if a copy of your invoice is not available or you have multiple addresses.

Providing Cost Centre Services with the latest complete invoice from every supplier, allows us to start work on your behalf straightaway.

Electricity

Address:	
Supplier:	Account No
Address:	
Supplier:	Account No
Address:	
Supplier:	Account No

Gas

Address:	
Supplier:	Account No
Address:	
Supplier:	Account No
Address:	
Supplier:	Account No