

Customer Order Form

Company Name:

Description of Business Activity:

Company Registration No: **VAT Registration No:**

Unit Number: **Ideal Move Date:**

Requirements for Signage on Suite Door / Directory Board in Reception:
 (Please write the exact lettering & case)

Lease Term Required : **6 Month** **1 Year** **3 Year**

Additional Services Required?

Photocopying? YES / NO (Photocopying charged at 6p per A4 copy.)
 If yes, please enter the 4 digit code you would like to log into this service:

Postal Franking Service? YES / NO (All outgoing post charged at Royal Mail prices plus 15% handling fee).
Cleaning? YES / NO (If yes please complete a Cleaning Services Request Form, available from Reception.)

Contact Details (For the lease holder and other in case of emergency)

1. Lease Holder

Name: **Tel:**

Address: **Mobile:**

..... **Email:**.....

2. Other Contact

Name: **Tel:**

Address: **Mobile:**

..... **Email:**.....

I confirm that the information given is correct and will notify The Media Centre in writing of any changes that may occur.

Signed: **Date:**

Induction Pack