



ORDER FORM

Name of Company/Partnership/Sole Trader:

Business Address:

.....

.....

Postcode:

.....

Telephone Number (incl. STD code):

**Full Name of Director/Shareholder (or Partner/Sole Trader) including middle names and any previous names:*

**Residential Address of Director/Shareholder/Partner/Sole Trader:*

**Residential Postcode:*

**Residential Telephone Number (incl. STD code):*

**Date of birth:*

Number of Employees:

Name of Contact for this service:

Email address:

Date subscription to begin:

Annual subscription price (invoiced at the beginning of each subscription year):	£650 plus VAT (0 to 10 employees)
	£775 plus VAT (10 to 20 employees)
	£950 plus VAT (20 to 30 employees)
PLEASE DELETE/COMPLETE AS APPLICABLE	£1,100 plus VAT (30 to 50 employees)
	£ plus VAT (where agreed with LP)

*** this is information must be provided in order to conduct an Identification Verification Search in accordance with Money Laundering Regulations 2003. There is a one time only fee of £5 plus VAT for this Search which will be added to your invoice. As an alternative, should the Client not wish to supply this information or incur the fee, you can post to us two forms of suitable identification (one should be a passport or driving licence of the relevant individual, the other should be a residential utility bill or bank statement). For other ways of providing the necessary identification please call Dan Chapman on 01603 610911.**

Signed

Dated

Terms and Conditions

- There is no obligation to renew the subscription, but no refunds are given if you choose to cancel your subscription. We will write to you as your subscription is nearing its expiration, and you will have to expressly opt to renew your subscription.
- Your subscription includes receipt of a password that allows you 12 months' access to www.employmentor.co.uk and unlimited use of our telephone and email advice helpline (and also free invites to any Employmentor seminars that we hold from time to time)
- Further details and terms of the service are set out on www.employmentor.co.uk

TO ORDER Simply complete this form and return to Dan Chapman by fax (01603 7604672) or by email to dchapman@leathesprior.co.uk or by post to Leathes Prior, 74 The Close, Norwich, NR1 4DR