



Dealer (ID): \_\_\_\_\_

CPS  IDA  Both  NGN  Audio Conferencing

Customer Details	
Contact name:	Title:
Company name:	Nature of business:
Email:	
Address:	Postcode:
	Telephone:
Company registration number:	Fax:
Names of directors (if sole trader or partnership):	
Home address:	
	Postcode:

Billing Address (If different from above)	
Contact name:	Title:
Address:	
	Postcode:
Telephone:	Fax:
	Paper bill:
	Disk bill:

Current Traffic	
Current carrier:	Estimated Ventelo spend per month: £
<i>Please attach a copy of latest service provider bills to this form.</i>	

Current Telephone Equipment Details	
Manufacture:	Model:
Maintainer:	Maintainer contract number:

Line Details						Notes
Telephone number for each line group	No. of lines	Type of line <small>S = Switch F = Fax H = Homeworker M = Modem D = Direct FL = Feature line</small>	Current Access Media <small>L = LCR A = Autodialler C = CPS M = Manual</small>	Requested Access Media <small>L = LCR A = Autodialler C = CPS M = Manual</small>	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Connection Notes		
Are Ventelo required to program the telephone system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are Ventelo required to install autodiallers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Freephone Local Rate and National Rate Numbers		
New Non Geographic Number requests:  Additional numbers to be listed separately.	New number	Destination number
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Number porting requests:  Additional numbers to be listed separately.	Number to be ported	Number to be ported
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Freephone number spend: £	Current carrier:	

Customer Signature	
Contact name:	Position:
Signature:	Date:

We accept the terms and conditions set out overleaf and confirm that the above information is correct.

### Instructions to your Bank or Building Society to Pay Direct Debits

Name and full postal address of your Bank or Building Society Branch	
To the manager:	Bank or Building Society
Address:	
	Postcode:
	Reference number:
Name(s) of account holder(s):	
Branch sort code (from the top right hand corner of your cheque):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank/Building Society account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature:	Date:

Instructions to your Bank or Building Society  
*Please pay Ventelo Limited Direct Debits from the accounts detailed on this instruction subject to the safeguards assured by the Direct Debits Guarantee. I understand that this instruction may remain with Ventelo Limited and, if so, details will be passed electronically to my Bank/Building Society.*

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER.

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks or Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, Ventelo Ltd will notify you 14 days in advance of your account being debited or as otherwise agreed.
- If an error is made by Ventelo Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.