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| Transport Services Team, Council Offices,Market Street, Newbury, Berkshire. RG14 5LD | **New Supplier Request Form** |
| Date of Request: | **01 December 2023** |

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| **Supplier’s Details** |  |
| **Contact Name** |  | **Position** |  |
| **Name of Company** |  |
| **Address** |  |
|  |  |
| **Post Code** |  |
| **Telephone No.** |  | **Fax No.** |  |
| **E-Mail Address** |  |
| **VAT No.** |  |
| **VAT Exempt?** | Will the service you provide to the Council be exempt from VAT? | YES [ ]  | NO [ ]  |
| **Part of CIS?** | If yes, please provide UTR number. | YES [ ]  - - - - - - - - - - | NO [ ]  |
| **No. of Employees** | More than 50 [ ]  | Less than 50 [ ]  | Less than 6 [ ]  | *(If completing electronically, double-click the appropriate box and click “Checked”)* |
|  |  |
| **Bank Details** |  |
| **Account Name**  | **PLEASE SUPPLY THESE DETAILS ON YOUR HEADED PAPER** |
| **Account No.** | **AS ABOVE** | **Sort Code** | **AS ABOVE** |
| **Payment Terms** | 30 days from the date of each 4-weekly payment period end date |
| *Note: West Berkshire Council’s Standard Payment Terms of 30 days from the date of each 4-weekly payment period will apply unless otherwise agreed in writing with the Head of Service* |
| **Payment Method** | BACS |
| *Note: West Berkshire Council’s preferred payment method is by Bank Transfer* |
| **Nature of Goods or Services supplied** |  |
| **Insurance** | **Please enclose evidence of Employers and Public Liability Insurance** (minimum £5m). Other insurances may also be required as directed in the Contract Terms & Conditions. |
| **Contracts** | **Have you received a copy of the Standard Contract Terms and Conditions and a Specification relating to the services you intend providing**?Yes [ ]  No [ ] *(For electronic completion, Double-Click the appropriate box and click “Checked”)* |
| **Please Note: The completion of this form does not constitute an agreement by the Council to purchase the services described above.****Please return this form to the Transport Services Team either by post to:**Transport Services Team, Council Offices, Market Street, Newbury, Berkshire. RG14 5LDTelephone 01635 551111**Or by e-mail to:** transport@westberks.gov.uk  |