05 November 2018

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|  | **Commissioning** West Berkshire CouncilWest Street HouseWest Street NewburyBerkshire RG14 1BZ**Please ask for:** Amanda Vass**Direct Line:** 01635 519375**E-mail:** amanda.vass@westberks.gov.uk |

Dear

**New Supplier Set Up**

In order to set up account facilities for you, please complete the enclosed **New Supplier Request Form** and return with the **bank details** on company letter headed paper and proof of your current **Public Liability Insurance** showing a minimum cover of £5 million (usually shown within the insurance policy schedule).

Please note West Berkshire Council’s standard payment terms are 30 days from date of the invoice.

Yours sincerely

**Amanda Vass**

**Contracts & Commissioning Team**