

## **Client Information Sheet**

Tel: 01344 421408 Email: administration@utility-refund.com

Engagement Letter; iii) a COMPLETE recent copy of each bill for electricity. & gas; iv) a years worth of water and sewerage bills.  Contact Details	Audit required (Please tick)	Electricity		Gas	Water			
Full name:	Please return this completed form with: i) the completed Letter of Authority (on company letter headed paper; ii) the Engagement Letter; iii) a COMPLETE recent copy of each bill for electricity & gas; iv) a years worth of water and sewerage bills.							
Business type: Ltd PLC LLP Sole Trader Partnership Charity Business/company name:  Business/company name:  WAT registration number:  CO/charity number:  Business/company address:  Postcode:  If me at this address:  Owned Rented Business bank:  Approximate business turnover:  Meter Information Electricity Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Sas Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Sas Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Sas Meter (2)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What is the meter serial number? (the long number that is written clearly on the meter):  What is the meter serial number?  What is the meter serial number?  What is the meter serial number?  What is the meter serial number?	Contact Details  Full name:  Tel:  Email:							
AT registration number: Co/charity number: Postcode: Pos	Business Details Business type: Ltd P	PLC LLF	Sole Tra	der	Partnership	Charity		
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Meter Information  Electricity Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What is the meter serial number? (the long number that is written clearly on the meter):  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  %  Gas Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  %  Gas Meter (2)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What proportion of the energy consumption to you estimate to be residential usage from this meter?  No pour have company Letter Headed Paper?  Yes No Pour Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant  Please provide any further information that you feel may be relevant	Time at this address: Is the building:				nours:			
What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  What is the meter serial number? (the long number that is written clearly on the meter):  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Gas Meter (1)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Gas Meter (2)  What is the meter serial number? (the long number that is written clearly on the meter):  What proportion of the energy consumption do you estimate to be residential usage from this meter?  Additional Information  Have you included a photograph of your meter?  Yes No  Poo you have company Letter Headed Paper?  Yes No  Please provide any further information that you feel may be relevant  Full Name:  Position:  Full Name:  Position:	Approximate business turnover:	£		Number of	equivalent full time er	nployees:		
Have you included a photograph of your meter?  Po you have company Letter Headed Paper?  Yes  No  If you don't have Letter headed paper, do you give us permission to create one for the LOA?  Please provide any further information that you feel may be relevant  Signature  Signed:  Full Name:  Position:	What is the meter serial number? What proportion of the energy co Electricity Meter (2) What is the meter serial number? What proportion of the energy co Gas Meter (1) What is the meter serial number? What proportion of the energy co Gas Meter (2) What is the meter serial number?	the long number (the long number)	er that is written cle bu estimate to be re er that is written cle er that is written cle bu estimate to be re	arly on the massidential usage arrangement are usage are usage arrangement are usage ar	eter):  eter):  eter):  eter):  eter):  eter:  eter		%   %	
Do you have company Letter Headed Paper?  Yes No  If you don't have Letter headed paper, do you give us permission to create one for the LOA?  Please provide any further information that you feel may be relevant  Signature  Signed: Full Name: Position:	Additional Information							
Signature Signed: Position:	Do you have company Letter Hea	ded Paper?	e us permission to cr	eate one for	Yes		No	
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