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**Letter of authority**

|  |  |
| --- | --- |
| Company name: |  |
| Registered company number: |  |
| Supply address(es): | 1.  2.  3. |
| Supply point identification number(s):  (if known) | 1.  2.  3. |

I have appointed [Partner name] and AquaSwitch Limited of Lytchett House, 13 Freeland Park, Wareham Road, Poole, Dorset, BH16 6FA, registered in England and Wales with Company No 12532531, to act on our behalf for the purpose of arranging our water supply contracts. I understand that I am under no obligation to accept any price quotation they may offer.

We hereby give authorisation that [partner name] will pass on this Letter of Authority and relevant contact details to AquaSwitch Limited.

We hereby give authorisation that AquaSwitch Limited can, for the purpose of dealing with water, wastewater supply services only, may:

* Access industry held data including consumptions, contract end dates, metering information, issue termination notices should the need arise and opt out of future contract renewals on our behalf.
* Request, receive and negotiate quotes from providers of water and wastewater supplies.
* Contact our current supplier to resolve any issues arising, therefore they can request all billing information and authorise any adjustments, refunds or billing amendments.
* Handle any objections as a result of the switching process with current suppliers.

I understand that by signing this LOA I agree that where I have confirmed that I am a Director, Partner or Owner of the above-named business. Please accept this LOA which is effective from the date below and remains valid for a period of 12 months from this date. Please also note that this LOA supersedes all previous LOAs.

Signature:

Date:

Name:

Position: