When completing the Customer Access Agreement please can you ensure the following areas (highlighted in yellow) are completed before submission:

Page 1 – Ensure the document is dated and you including your company name and not the signers name

Page 3 – Ensure you include the date you are signing the document and include your company/organisation name (not an individual’s name) and address

Page 19 – Insert your company/organisation address, main contact and email address.

Page 25 – Insert appropriate job titles

Page 26 – Insert appropriate job titles

Page 28 – Insert your company name

Page 28 – 31 – Please do not complete these pages and instead use the excel spreadsheet called ‘Annex 2’ that has been sent to you by the team. Using this spreadsheet, please select the products you wish to join. For a full breakdown of products and their features please speak to a member of the team.

Page 32 – Please sign

CCS will review your agreement upon return and contact you if we have any further requirements.

In the meantime, if you have any queries please email us at info@crowncommercial.gov.uk and a member of the team will contact you shortly.

Many thanks,

Crown Commercial Service