

Letter of Authority (complete on headed notepaper)

Business Name:	
Limited Company Number (if applicable):	
Business Address:	
Main Contact:	
Contact Position:	
E-mail Address:	
Telephone Number:	

I confirm that Exchange Utility Limited (company number 10255652) (**Exchange Utility**) is instructed to act on our behalf in connection with our electricity and/or gas and/or water contracts and requirements and I authorise Exchange Utility to;

Level 1 [] tick as appropriate

- Request and receive all billing and account information (current and historic) including:
- Copy bills;
- Tariff rates;
- Debt information;
- Payment terms;
- Consumption history;
- Meter details and supply numbers
- Supply transfer objections;
- Contract end-dates;
- Request and negotiate prices; and
- Take all necessary steps to terminate our existing utility contract(s).

Level 2 [] tick as appropriate

- Request and receive all the billing and account information set out above;
- Request and negotiate prices;
- Take all necessary steps to terminate our existing utility contract(s);
- Authorise any adjustments, refunds or billing to our account(s);
- Raise, deal with and resolve complaints on our behalf; and

I confirm:

- This authority shall remain valid until for 3 years from the date below or for the duration of any fixed term utility contract we enter into (whichever is the later) unless terminated on 3 months' written notice in the meantime; and
- This authority relates only to the customer/business name set out above.

Signature: Date:

Full Name Position: