

Date:     /     / 2020

Dear Sir/Madam,

I/we confirm that Switch UK Online Ltd, The Old Dye Works, Smedley Lane, Manchester. M8 OLU phone 0161 205 4336 is acting on my behalf and that I authorise them to deal with my accounts and contracts.

Please tick the level of authority you wish to give

- Level 1 – Authorise the Agent to:
- Request and receive current and historical account information for all my sites including – consumption history, meter numbers and contract end dates.

These are essential for Switch UK Online Ltd to act on your behalf.

- Issue a contract termination notice in relation to my/our existing [water] supply and/or sewerage services contract on my/our behalf. This will provide protection against going into schemes of terms and conditions.
- Request prices and quotes to negotiate with suppliers on your behalf.
- Request and receive billing information.

- Level 2 – Authorises the Agent to do all matters covered by Level 1 above and:
- Request and receive bill, payment and debt information.
- Authorise any adjustments, refunds, billing or changes to payment methods.
- Receive bills and arrange subsequent payment.
- Agree supply contracts on my behalf.

I have discussed how the Agent will be remunerated and I am aware of [how the third party’s fees are being paid].

This Letter of Authority shall remain valid for a period of 12 months from the original date of the signature, or for the length of any fixed term supply contract that you enter into. This will remain the case unless you/I advise otherwise.

Signed ..... Print Name .....  
Position ..... Date .....  
Email Address ..... Contact Number .....