

ORDER FORM FOR ID CARD CONTROL SYSTEM

CONFIDENTIAL WHEN COMPLETED

Once completed please send to screening@7858.co.uk with a passport photo type image for each individual (jpeg/png)

COMPANY INFORMATION

Company Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Contact Name: _____

SERVICE OPTIONS - PLEASE SELECT

PLEASE NOTE WE HAVE A MINIMUM ORDER VALUE OF £25.00 PLUS VAT

Using our standard layout with your logo **£25.00 (ex. VAT)** £

Design of your own layout (including proof sign off) **£300.00 (ex. VAT)** £

Quantity of ID Cards _____ **@ £3.95 each (ex. VAT)** £

Quantity of Lanyards (including card holders) _____ **@ £3.95 each (ex. VAT)** £

TOTAL £

VAT £

TO PAY £

DECLARATIONS

1. I am authorized to enter into this agreement with National Security Screening Agency Limited on behalf of the above-named company.
2. I hereby agree to supply to National Security Screening Agency Limited with the company mark or logo of the above-named company. I consent to National Security Screening Agency Limited using that mark or logo for the purpose stated i.e. for printing onto ID Cards and warrant that they shall be held blameless for and indemnified against any claim or liability arising from the use of that mark or logo for this purpose from any person whatsoever.
3. I request National Security Screening Agency provide the above equipment and services.
4. I understand that it is the responsibility of the above-named company to keep the ID Card information up to date, particularly with regard to lost or stolen cards, job title changes and personnel leaving the company.
5. I understand that replacement ID Cards will be charged for at the prices in force at the time of requesting the replacement ID Card.
6. a) I have enclosed a cheque for the correct amount, **OR**
b) I have posted a cheque today for the correct amount, Cheque Number _____, **OR**
c) I have paid by automatic bank transfer (or similar) and it will be in the bank of National Security Screening Agency (**National Westminster Sort Code 55-81-26 Account Number 89094565**) on _____.
7. I understand that all information given will be held in the strictest confidence and that National Security Screening Agency are registered under the Data Protection Act 2018 - Registration Number Z3460613.

Name: _____ Date: _____

Position: _____



National Security Screening Agency
4 Stirlin Court
Saxilby Enterprise Park
Saxilby
Lincoln LN1 2LR

screening@7858.co.uk
www.7858.co.uk

T 0800 999 7858
F 01522 246400

**INFORMATION
EXPERTISE
COMPLIANCE**



ORDER FORM FOR ID CONTROL CARD SYSTEM

ID CARD HOLDERS' DETAILS



NOTE: Please make as many copies of this page as needed to list all relevant employees.

List _____ of _____

Applicant Name	Job Title	National Insurance Number	ID Photo Uploaded
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