

Beyond Mailing



New
The
Mailing
Room

[REDACTED]
Care Quality Commission
3rd Floor
151 Buckingham Palace Road
London
SW1 W9SZ

Date: 10/08/2016
Our Ref: 5557231

Dear Jacqueline

Account Number	14042709
Description	1x Connect 2000, 5x IRIS 220, 1x IRIS 400
First Rental Period	August 2016 – October 2016
Frequency	Quarterly

We would like to welcome you as a customer of The Mailing Room Finance Limited and enclose a copy of the Lease Agreement that you entered into with ourselves.

Please note that any initial payment is due on the date of the agreement. If this amount is to be collected by Direct Debit, then this will be done so approximately ten days from the date of this letter.

The first periodic rental will fall due as noted above and on the agreement. The method of payment will be as agreed at the time of signing the agreement.

The due date of any documentation fee applicable is noted on your agreement and will be due either with the initial payment or the first periodic rental as appropriate.

We would like to draw your attention to the contractual requirement to maintain insurance cover for the equipment, covering accidental damage and theft.

Should you have any questions with regard to this lease agreement, please do not hesitate to contact us.

Yours sincerely,

[REDACTED]
The Mailing Room Finance Limited

Encs.

The Mailing Room Finance Ltd:
Southernly 7, Waterfold Business Park,
Bury, Gtr Manchester BL9 7BR

t: 0800 0192 033 f: 0800 977 8105
e: info@themailingroom.com
w: www.themailingroom.com

The Mailing Room Finance Ltd, Registered Office: 113 117 Parkington Road London EC1R 3JX Registered Number: 8088310 England & Wales

Maintenance Order Form



The Mailing Room

Customer Details

Contact Name: [REDACTED]	Installation Address:
Company Name: <u>CARE QUALITY COMMISSION</u>	
Trading as (if applicable):	
Address: <u>3RD Floor,</u>	Postcode:
<u>151 BUCKINGHAM PALACE ROAD</u>	Landline Telephone:
<u>LONDON</u>	Invoicing Email:
Postcode: <u>SW1W 9PSZ</u>	
Landline Telephone: [REDACTED]	Company Reg Number:
Mobile Telephone:	Type of Business:
Facsimile:	Purchase Order Number (if required):

Equipment Details

Description/Model Number	Maintenance option		Price per annum	Letters volume per day	Monthly postage spend	Annual postal resets included	Annual Ink Cartridges included
	Mandatory	Fully Comp					
<u>IRIS 400</u>		<input checked="" type="checkbox"/>	[REDACTED]				
<u>5x IRIS 220</u>		<input checked="" type="checkbox"/>					
<u>CONNECT</u>		<input checked="" type="checkbox"/>					

Below are details of the payments and terms that this agreement covers, in respect of the equipment details above.

Term:

Monthly/Quarterly Amount: £

Annual amount: £

I have read and agree to the Terms & Conditions specified overleaf.
Signed on behalf of the customer:

Signature: [REDACTED]

Print name: [REDACTED]

Position: [REDACTED]

Date: 2 [REDACTED]

Accepted on behalf of The Mailing Room

Authorised Signature: [REDACTED]

Please take a copy of the Direct Debit Guarantee and Terms & Conditions overleaf prior to sending email to: orders@themailingroom.com or fax to: 0181 797 7797 or post to: The Mailing Room, Southerly 7, Waterfold Business Park, Bury, BL9 7BR



The Mailing Room

Rental & Maintenance Direct Debit

The Mailing Room, Southerly 7, Waterfold Business Park, Bury, BL9 7BR

Instructions to your Bank or Building Society to pay by Direct Debit



Originator's Identification Number: 2 5 8 6 0 0

1. Name and full postal address of your Bank or Building Society branch

To: The Manager

Bank or Building Society Branch

Address

Postcode

2. Name(s) of account holder(s)

3. Branch sort code (from top right corner of your cheque)

4. Bank/Building Society Account Number

5. The Mailing Room Ref No: (for office use only)

6. Instruction to your Bank or Building Society
Please pay The Mailing Room Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Mailing Room and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

Banks/Building Societies may not accept Direct Debit instructions for some accounts.



Minimum Period Rental

Key Financial Information

Minimum Period:

SEVENTY FIVE

(Months in words)

Payment Period:

QUARTERLY

(i.e. Monthly / Quarterly / Annually in words)

First Rental:

[Redacted]

Followed by:

TWENTY FOUR

(Remaining number of Rentals in words)

Further Rentals of:

[Redacted]

Maintenance Payments:

Are Maintenance Payments to the Supplier collected with the Rentals? YES
 If so, state the amount of Maintenance collected with each Rental opposite. NO

Maintenance Payments:

£ [Redacted]

Variation to Rentals

The above Rentals are subject to variation if:

- the rate of Corporation Tax increases;
- the method of payment changes from Direct Debit to Invoice;

Full details are set out in Clause 6 overleaf. We may also at your expense arrange products insurance cover in accordance with Clause 5.6 overleaf.

Other Charges: An Administration Charge of £150.00 + VAT is payable on our acceptance of this Agreement and will be collected with the First Rental. An annual service fee of £45.00 + VAT will be payable on each anniversary of this agreement.

Payments: The First Rental is payable at the beginning of the first Payment Period which shall commence on the date of acceptance of this Agreement by Us. Subsequent Rentals are payable on the first day of each following Payment Period. After completion of the Minimum Period, Rentals will continue at the same rate and frequency until terminated as set out below.

Term of Agreement: The hiring under this Agreement commences on the date of acceptance by the Owner and will continue until notice of cancellation is given in writing by either you or us, such notice to expire at the end of the Minimum Period, or at the end of any three month period thereafter.

Payments on Voluntary Termination: If you terminate under Clause 7 overleaf you must pay us all arrears and the future Rentals less a discount of 3% per annum and our reasonable costs. See Clause 9 overleaf.

We will provide a reminder to you of your right to the end this Agreement three months prior to the expiry of the Minimum Period.

Application: You apply to rent the Products for the Minimum Period and any following period as described above, on the basis of the Terms and Conditions set out above and overleaf. You appoint The Mailing Room as your agent for the purpose of communicating the application to prospective Owners and the Owner who accepts this application will be notified to you as set out opposite. You undertake that all of the information provided is correct, that all details were completed at the time of signature, and that the Products will be used in the course of business carried on by you. You acknowledge that whilst the Products may not be fully operational at the time of acceptance, the Rentals are due as detailed above. You declare that you have read and understood the terms overleaf and that your attention was drawn to the exclusions in Clause 4.

Important – Use of Information

Data Protection Act 1998

You have a right to know how we will use your personal information. It is important that you read the "important - Use of Information" notice opposite before you sign. Unless you tell us otherwise your personal information may also be used to provide you with details of similar products and services. Please tick the boxes below if you DO NOT wish to receive information on similar products and services from:

The Owner

Other Companies

Declaration for exemption relating to businesses (articles 60C and 60D of the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001)

I am/We are entering this agreement wholly or predominantly for the purposes of a business carried on by me/us or intended to be carried on by me/us.

I/We understand that I/We will not have the benefit of the protection and remedies that would be available to me/us under the Financial Services and Markets Act 2000 or under the Consumer Credit Act 1974 if this agreement were a regulated agreement under those Acts.

I am/We are aware that, if I am/We are in any doubts as to the consequences of the agreement not being regulated by the Financial Services and Markets Act 2000 or the Consumer Credit Act 1974, then I/We should seek independent legal advice.

Signature(s): of [Redacted] By signing this Agreement I/We confirm that I am/We are duly authorised to sign, have read and accepted the terms of this Agreement. I/We can confirm that with the exception of any maintenance agreement relating to the Products we have not entered into any other agreements or arrangements in respect of Products, the financing of the Products, the payment of the Rentals, or otherwise relating to this Agreement whether with you, the Supplier, any introducer or broker or other third party. Under this Agreement the Products do not become your property and you must not sell them.	Name(s) - Please print [Redacted]	For and behalf of the Owner: The Mailing Room Finance Ltd Southerly 7 Waterfold Business Park Bury BL9 7BR Co. Reg. Number: 08888310 Date of Agreement: 10/08/2016
	Position(s) - Please print [Redacted]	

10/10/2022



Minimum Period Rental

Please complete the shaded portions

Customer No: 14042709

Agreement No: TMRF00231

("We") Owner Details

WE, THE OWNER, WILL BE A FINANCE COMPANY WHICH IS ENTIRELY SEPARATE FROM THE SUPPLIER, OUR DETAILS WILL BE INSERTED BELOW AND NOTIFIED TO YOU WHEN THIS AGREEMENT IS ACCEPTED. YOU AGREE TO BE BOUND BY TERMS AND CONDITIONS HERE AND OVER THE PAGE UPON ACCEPTANCE BY US.

Owner's Name: The Mailing Room finance Ltd
 Address: Southerly 7, Waterfold Business Park, Bury, Greater Manchester, B19 7BR

("You") Customer Contact Details

Full Name: CARE QUALITY COMMISSION
 Address: 3RD FLOOR, 151 BUCKINGHAM PALACE ROAD, LONDON
 Postcode: SW1W 9SZ Telephone: 0207 448 9087
 Type of Business: PUBLIC SECTOR
 Date Established:
 Company Reg No:
 Contact:
 Web Address: Email:

Supplier Details

Name of Supplier: THE MAILING ROOM Salesperson:
 Address: SOUTHERLY 7, WATERFOLD BUSINESS PARK Postcode: B19 7BR
 Telephone: Fax: Web Address:

Description of Products

Qty	Manufacturer	New Not New	Model Number	Description
1	TMR	<input type="checkbox"/>	IRIS 400	FRANKING SYSTEM
5	TMR	<input type="checkbox"/>	IRIS 220	FRANKING SYSTEM
1	TMR	<input type="checkbox"/>	CONNECT	FRANKING SYSTEM
		<input type="checkbox"/>		

Product location if different from your address shown above: