

# SFG20 Contract

## SFG20 Order

### How to Subscribe

*(Please refer to clause 4 of the SFG20 Terms and Conditions for General Subscribers available at [www.SFG20.co.uk](http://www.SFG20.co.uk))*

- Please refer to the SFG20 Terms and Conditions available at [www.SFG20.co.uk](http://www.SFG20.co.uk)
- Complete invoice address details and Direct Debit Mandate (including signature)
- Indicate the Principal Users email address

*(It is essential the email address of the principal user of SFG20 is supplied. This user will be given the rights to allocate additional users (if applicable).)*

- **Sign and Date the Subscriber Agreement**

### Subscriber Details

Company Name Department for Work & Pensions

Company Registration Number

BESA Member

Address Benton Park View  
Benton Park Road  
Newcastle  
NE98 1YX

Telephone Number

SFG20 Quotation Reference QUO-02953-V7K5P7

Invoice to be marked for the attention of

Invoice Address

Account's contact name

Terence Baxter

Account's e-mail address

terence.baxter@dwp.gov.uk

E-mail address of primary user  
(administrator) of SFG20

terence.baxter@dwp.gov.uk

Type of organisation (please tick)

☐ Contractor

☐ End User

☐ Consultant

☐ Other

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SUBSCRIPTION TERM / NUMBER OF YEARS	DESCRIPTION	UNIT PRICE	TOTAL
3	Specialist Services - Management Tasks	£260.00	£780.00
3	Specialist Services - Catering	£3,120.00	£9,360.00
3	Specialist Services - Operational	£260.00	£780.00
3	Specialist Services - SFG30	£520.00	£1,560.00
		DISCOUNT	£624.00
		DISCOUNT REASON	5% discount for full 3 year term
		SUB-TOTAL	£11,856.00
		TAX	£2,371.20
		TOTAL DUE	£14,227.20

**Annual Cost**

**£3,952+vat**

**Total Contract Value for Subscription Term**

**£11,856.00+vat**

## Payment

☐ Credit Card (We will call you to take payment)

Telephone Number \_\_\_\_\_

☒ Invoice

☐ 3 years up front

☒ Annually in advance

☒ Purchase Order for Invoice / Credit Card Payment

Purchase Order Number 329070234476

☐ Annually in advance

☐ Direct Debit

☐ Monthly in advance

*(Please Complete the mandate below if paying by Direct Debit)*

## Logo Usage

BESA Publications Limited promote the users of the product and may display your company logo on the website.

SFG20

Please tick the box if you do not grant BESA Publications Limited permission to use your logo. ☐

# SFG20

Contract

## Instruction to your Bank or Building Society to pay by Direct Debit



Name(s) of Account Holder(s)

Originator's Identification Number

411867

Bank or Building Society Account Number

Reference

SFGHV108171

Branch Sort Code

### Instruction to your Bank or Building Society

Name and full postal address of your Bank or Building Society

Please pay BESA Publications Ltd's 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 BESA Publications  
Ltd, and, if so, details will be passed electronically  
to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account

- This guarantee should be detached and retained by the Payer
- The Direct Debit Guarantee
- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, BESA Publications Ltd will notify you 10 working days in advance of your account being debited, or as otherwise agreed. If you request BESA Publications Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by BESA Publications Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- if you receive a refund, you are not entitled to, you must pay it back when BESA Publications Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify BESA Publications Ltd.

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## SFG20 Subscriber Agreement

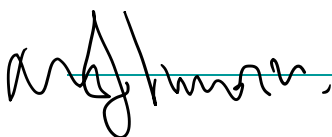
**1. BESA Publications Limited**

Registered office: Old Mansion House, Eamont Bridge, Penrith, Cumbria, CA10 2BX. Registered in England and Wales company no. 03034318.

2. The Order above, together with the SFG20 Terms and Conditions for General Subscribers available at [www.SFG20.co.uk](http://www.SFG20.co.uk), and any other Terms agreed or published (whether online, and/or within any other publication or product) by BESA Publications Limited involving the use of the services, contains the entire agreement between BESA Publications and the organisation referred to above (hereinafter the 'Subscriber'). The Subscriber's Order is subject to acceptance by BESA Publications Limited, which will be evidenced by the issuing of username(s) and password(s) to the Subscriber.
3. BESA Publications Limited may refuse to accept an Order if the payment method is not selected or the requirements of this clause are not met. Where payment will be made by Direct Debit a completed Direct Debit Mandate must be provided with an Order and will be made at the point of Order. Where a Purchase Order is required, it must be issued with an Order.

Signature by an authorised representative of the Subscriber acknowledges acceptance of the SFG20 Subscriber Agreement.

Date: 18/10/2022



Name of individual signing the order

Mark Johnson

Position

Commercial Lead – FM & Utilities

### Checklist

- ☐ Completed and signed Order / Subscriber Agreement
- ☐ Direct Debit Mandate / Copy of Purchase Order Provided
- ☐ E-mail address of the principal (administrator) user of the SFG20 web application