

Order Form



Ordering is as easy as 1 2 3...

- 1 Complete Your Details
- 2 Select Your Service Level and additional services
- 3 Complete the Direct Debit then fax or post your order

1. Your Details

Your Name:			
Company Name:			
Trading Entity:	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company
Limited Company Registration Number:			
Address:			
Post Code:			
Telephone:			
Fax:			
Mobile:			
Email:			
Web Site:			
Type of Business:			

To help us please indicate where you found our details:
Google – Ask Jeeves – Search Engine – Another Web Site – Magazine – Mail Shot etc.

Please Post or Fax your completed Order Form and Direct Debit Mandate to:

Post: The Reception Desk. Wardens House, 4 Broad Street, Stamford. Lincolnshire. PE9 1PB
Telephone: 0800 015 4320
Fax: 0870 900 9098

Order Form



THE
RECEPTION DESK

2. Your Service Level

✓	Service	Tariff (Monthly)	First Payment
<input type="checkbox"/>	Pay As You Go - Office Hours (messages not included)	£0.00	£75.00 + VAT ^s
<input type="checkbox"/>	Lo-Call - Office Hours (messages not included)	£10.00	£35.00 + VAT*
<input type="checkbox"/>	Lo-Call - Office Hours PLUS (messages not included)	£49.00	£74.00 + VAT*
<input type="checkbox"/>	Standard - Office Hours (30 messages included)	£49.00	£74.00 + VAT*
<input type="checkbox"/>	Standard - Office Hours PLUS (30 messages included)	£78.00	£103.00 + VAT*
<input type="checkbox"/>	Premium - Office Hours (100 messages included)	£99.00	£124.00 + VAT*
<input type="checkbox"/>	Premium - Office Hours PLUS (100 messages included)	£118.00	£143.00 + VAT*

^sFirst payment includes the Set-Up fee of £25 and Refundable Deposit of £50.

*First payment includes the Set-Up fee of £25.

First Credit Card payment will be taken immediately. First Direct Debit payment will be taken as soon as the mandate has been processed by your Bank. All subsequent amounts will be advised via Invoice or Statement 10 days in advance of due date. Basic fees are payable monthly in advance.

I wish to pay by (tick one only):

- Direct Debit (Mandate must be completed)
 Credit Card (We will contact you for your card Details)

Send my End of Day report using (tick one only):

- e-mail to the following e-mail address:
 FAX to the following Landline number (not available with Pay As You Go):

Notify me of my Urgent Messages by (tick one only). Pay as You Go can only get alerts by SMS:

- SMS message to the following Mobile Number:
 FAX to the following Landline number:
 Voice message to the following Landline or Mobile Number:
 Voice message to the following Landline Number:
 I do not want a message alert, I will use the end of day report to collect my messages.

- Voicemail box required for out of hours calls (FREE)

I also require an: 0800 number 0845 number . At £10 per month + call costs

One of our PAs will contact you and provide you with all of the information you will require to use **The Reception Desk** service and confirm how you want us to answer your calls.

I have read and agree to the Terms & Conditions supplied for the provision of services as indicated on this order form.

Signed:

Name:

Date:

Order Form



Terms & Conditions

1. The Reception Desk is a trading name of Axiom Business Systems Ltd, collectively referred to as the Company.
2. The monthly Service Fees are due and payable in advance by the Customer to the Company by Direct Debit.
3. The Customer agrees to pay all call and other charges due to the Company, including special rate numbers (e.g. 0800, 0845 etc). Any additional services requested or incurred (e.g. additional calls) will be deemed to be authorised and payable.
4. The Customer agrees to remain responsible for all charges relating to call diversion and any other facilities provided by the Customers telecommunications provider.
5. The Customer agrees to complete and return a Direct Debit mandate.
6. The Company may demand payment of any outstanding fees at any time, by issue of an invoice, payable within 14 calendar days of invoice date. Interest will be payable at a rate of 0.07% per day on any overdue invoice amount.
7. The Customer may request a statement of account at any time. The first such statement in each calendar month will be sent free of charge; subsequent statements sent will incur an additional charge of £2.50.
8. The contract shall continue on a monthly basis until terminated by either party upon giving one full calendar months notice.
9. Any changes to the Customer's selected monthly tariff will come into effect from the following calendar month.
10. The Company reserves the right to amend and/or withdraw services and its published price list at any time. All prices exclude VAT.
11. All communications will be treated in confidence, except where this would endanger life or cause a breach of the law.
12. Governing law in respect of these terms will be that of England.
13. The Customer agrees that any liability for damages arising from provision of any of the services under this agreement to the Customer, howsoever caused, is limited to actual damages and shall in no event exceed one month's service fee. The parties agree that this provision liquidates all damages and is not an admission of liability or a penalty.
14. The Customer accepts and agrees that malfunctioning or defective equipment, degradation of any system or service, atmospheric conditions, and service/equipment faults outside the control of the Company may cause disruption to the customer service. Under no circumstances will the Company be held responsible for any loss or damages to the Customer through any disruption so caused.



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Axiom Business Systems Ltd
 Wardens House
 4 Broad Street
 Stamford Lincs
 PE9 1PB

FAX: 0870 900 90 98

Originator's Identification Number

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FOR AXIOM BUSINESS SYSTEMS LTD OFFICIAL USE ONLY
 This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay Axiom Business Systems Ltd 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 Axiom Business Systems Ltd and if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date

Reference

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

DD11

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Axiom Business Systems Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Axiom Business Systems Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.