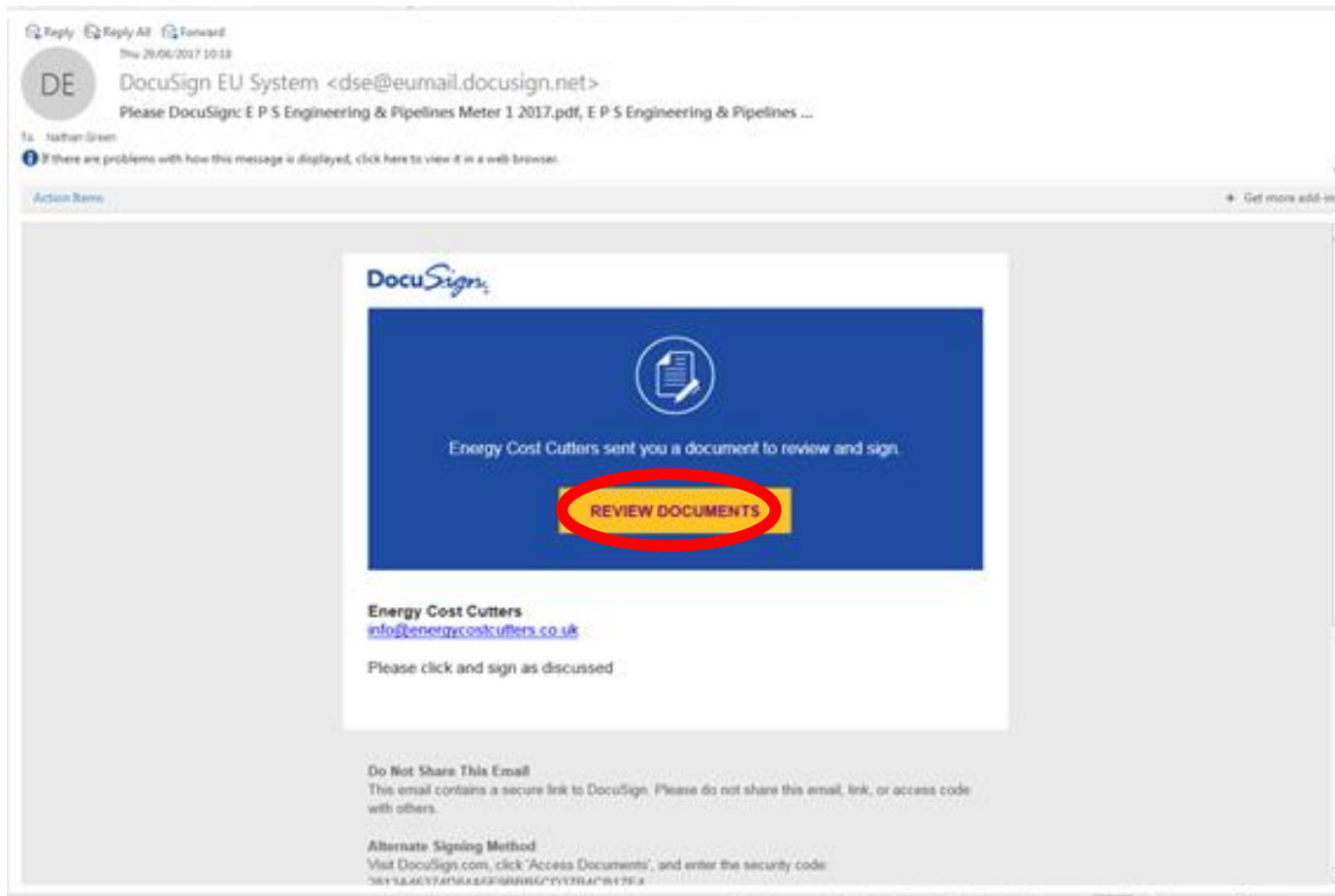


# DocuSign eSignature User Guide

## Step 1:

Click 'Review Documents'.



## Step 2:

Click 'Continue'.

Please Review & Act on These Documents

Energy Cost Cutters  
Energy Costcutters

Please click and sign as discussed

Please review the documents below.

**CONTINUE** OTHER ACTIONS

DocuSign Envelope ID: 4C8B0E84-23BD-4042-883E-06D7D071CCFA

CUSTOMER COPY  
**Contract Acceptance Form**  
for supply of gas or electricity or both  
to Fixed Term, Fixed Price Sites

Looking after your world

- These contract terms apply when you are using the gas or electricity solely or mainly for a non-domestic purpose. These terms and conditions do not apply if you are using the gas or electricity for a residential purpose or if you are using the gas or electricity for a purpose other than a non-domestic purpose.
- These contract terms form part of the contract between you and us and are subject to the terms and conditions for supplying gas or electricity or both from British Gas Ltd. The standard and these contract terms should be read in conjunction with the standard.
- You are applying for the supply of gas or electricity or both for the stated or intended or proposed use. These contract terms and conditions that we agree will be supplied under the terms of the contract.
- Customer must authorize us to agree to these contract terms and conditions and if applicable to change supplier or meter point details that we being provided under this contract. The customer and they will be bound by these contract terms and conditions.
- Customer that these contract terms and conditions should be read in conjunction with the standard and electricity contract or both with the standard together and agreed to use (including the information needed to transfer the supply to you).
- It is the customer's responsibility that if you are entering into your National Supply Agreement with any third party supplier.
- Customer that it is to transfer the supply before the end of this contract, you have provided the meter and any change in termination fee.
- Customer and agree that the transfer to British Gas if the supply may take more than 30 days.
- Customer that your supply to this address is conditional on you to complete the information and these contract terms.
- Please refer to your Product Information Sheet if the contract and agree to how you use the information that you give you including credit checking.
- Customer that the information that you give to us will be complete including the 307 contracts if you are.

Broker Details

Broker name:   
Sales agent name:   
Broker contact no:

Supply Details

Business name:   
Business contract number:   
Site address line 1:   
Site address line 2:   
City:   
Post code:

Credit Checking Details

Full name:   
Date of birth:

Meter Point Details

Gas  
Meter point ref. no:   
Electricity  
Meter point administration no:

Contract Details

	Gas	Electricity
Contract length	Year(s) <input type="text" value="12"/>	Year(s) <input type="text" value="12"/>
Standing charges	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>
Unit charges	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>
	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>
	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>
AGENCI	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>
Annual balance / Annual	Fixed <input type="text" value="10.00"/>	Fixed <input type="text" value="10.00"/>

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Step 3:

Click 'Start'.

Please review the documents below.

FINISH OTHER ACTIONS

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**START**

CUSTOMER COPY  
**Contract Acceptance Form**  
for supply of gas or electricity or both  
to Fixed Term, Fixed Price Sites

**British Gas**  
Looking after your world

- These contract details apply when you are using the gas or electricity wholly or mainly for a non-domestic purpose. These terms and conditions do not apply if your business site is supplied through a full-time meter for electricity or if you use more than 75,000 relevant hours ability of gas each year.
- These contract details form part of the contract between us which is set out in the terms and conditions for supplying gas or electricity on both from British Gas with the contract, and these contract details should be read in conjunction with the contract.
- Not applying for the supply of gas or electricity or both for the site as indicated in these contract details and understood that the effect will be supplied under the terms of the contract.
- Authorise our authority to agree to these contract details and the contract and, if applicable to change supplier on behalf of the business that is being supplied under this contract the customer, and that it will be bound by these contract details and the contract.
- Understand that these contract details will be used to amend the current gas contract or electricity contract or both with my existing supplier and agreed to your changing the information needed to transfer the supply to you.
- If this contract is for electricity then I can after entering into your Network Terms of Connection with my network operator.
- Understand that, if I try to transfer my supply before the end of the contract, you may proceed the leaving and may charge me a termination fee.
- Understand and agree that the transfer to British Gas, if one applies, may take more than 30 days.
- Understand that your supply to the site is conditional on your acceptance of my application and these contract details.
- Have read the Using Personal Information clause of the contract and agree to how you use the information (how given including world drawings).
- Understand that the information I have given is correct and complete including the VAT certificate (if applied).

**Broker Details**

Broker name: Energy Concutem  
Sales agent name: Nathan Green  
Broker contact no: 0118 366018

**Supply Details**

Business name: [Redacted]  
Business contact number: 01225 9951  
Site address line 1: [Redacted]  
Site address line 2: [Redacted]  
City: [Redacted]  
Post code: [Redacted]

**Credit Vetting Details**

Full name: [Redacted]  
Date of birth: [Redacted]  
Home address line 1 (resident for a maximum of 5 years): [Redacted]  
Home address line 2: [Redacted]  
City: [Redacted]  
Post code: [Redacted]  
Previous home address: [Redacted]

**Meter Point Details**

Gas  
Meter point ref. no. [Redacted]

Electricity  
Meter point administration no. [Redacted]

**Contract Details**

	Gas	Electric
Contract length	Years [Redacted]	Years [Redacted]
Standing charges	Friday [Redacted]	Friday [Redacted]
Unit charges	[Redacted]	[Redacted]
AQ/EAC	[Redacted]	[Redacted]
Annual turnover / Annual balance sheet total (Sterling)	€ [Redacted]	€ [Redacted]
Number of employees	[Redacted]	[Redacted]
Business status	Micro Business* <input type="checkbox"/> Non-Micro Business <input type="checkbox"/>	Micro Business* <input type="checkbox"/> Non-Micro Business* <input type="checkbox"/>

\* If the Micro Business box is ticked, I understand that based on the information I have provided, my business is a Micro Business as per the Ofgem definition (you will find a full definition of a Micro Business and applicable Micro Business terms in your contract terms and condition booklet).

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## Step 4:

Click the 'Required - Sign Here' box.

Select the sign field to create and add your signature.

**FINISH** **OTHER ACTIONS**

Previous home address:

Registered charity / Business number:

Existing account ref:

**Payment Details**

Payment type: Direct Debit  Cash/Cheque

Account name: Existing

Sort code:

Account number:

Bank/Building Society name:

British Gas Trading Limited may want to contact you about other products and services provided to us or our partners by mail, telephone, SMS or email. By providing your information you will be indicating your consent to us keeping you informed in this way but please tick the box if you DO NOT wish to hear about such products and services.

by mail  telephone  SMS  or email

British Gas is a trading name of British Gas Trading Limited  
Registered in England and Wales No. 3078771  
Registered Office: 100 Wilton, Watlington Road, Witton, Leicestershire LE4 3DQ

provision, my business is a Micro Business as per the Legem apperion (you will find a full definition of a Micro Business and applicable Micro Business terms in your contract terms and condition booklet).

Sale type: A  U  R  A  U  R  X

Schedule attached: Yes  No

Change of tenancy involved: Yes  No

Change of tenancy date:  /  /

Proposed start date:  /  /

Termination notice served: Yes  No

Debt with current supplier: Yes  No

Current contract end date:  /  /

**Confirmation Details**

Ts & Cs received: Yes  No

BEI:  **Required - Sign Here**

Signature:

Print name:

Job title:

Date:

**SIGN**

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**CUSTOMER COPY**  
**Contract Acceptance Form**  
for supply of gas or electricity or both  
to Fixed Term, Fixed Price Sites

**British Gas**  
Looking after your world

- These contract details apply where you are using the gas or electricity wholly or mainly for a non-domestic purpose. These terms and conditions do not apply if your business site is supplied through a half hourly meter for electricity or if you use more than 75,000 kilowatt hours (kWh) of gas each year.
- These contract details form part of the contract between us which is set out in the terms and conditions for receiving gas or electricity (or both) from British Gas (the "terms and conditions"), and these contract details should be read in conjunction with the contract.
- I am applying for the supply of gas or electricity (or both) for the effect(s) as indicated in these contract details and understand that the effect(s) will be supplied under the terms of the contract.
- I confirm here authority to agree to these contract details and the contract and, if applicable to change supplier on behalf of the business that is being supplied under this contract (the customer) and that it will be bound by these contract details and the contract.
- I confirm that I have given my full and free consent to end the current gas contract or electricity contract (or both) with my existing supplier and agree to my providing the information needed to transfer the supply to you.
- If this contract is for electricity then I am also entering into your National Terms of Connection with my network operator.
- I understand that, if I try to transfer my supply before the end of this contract, you may prevent me leaving and may charge me a termination fee.

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## Step 5:

Type your full name and Initials in the required boxes and click 'Adopt and Sign'.

Select the sign field to create and add your signature

**Adopt Your Signature**

Confirm your name, initials, and signature.

**Full Name**  
test

**Initials**  
T

Select Style Draw

**PREVIEW** Change Style

DocuSigned by:  
test  
0A553487D96D449...

DS  
↑

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

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CUSTOMER COPY  
**Contract Acceptance Form**  
for supply of gas or electricity or both  
to Fixed Term, Fixed Price Sites

**British Gas**  
Looking after your world

- These contract details apply when you are using the gas or electricity solely or mainly for a non-commercial purpose. These terms and conditions do not apply if you business with a supplier through a small business meter for electricity or if you use more than 100,000 kilowatt hours of electricity or gas each year.
- These contract details form part of the contract between us which is set out in the terms and conditions for supplying gas or electricity to your home that you can find on our website. We have contract details should be read in conjunction with the website.
- Our supplying to the needs of gas or electricity or both for the needs as indicated in these contract details and understand that the details will be supplied under the terms of the contract.
- Customer hereby authorises us to agree to these contract details and the contract and, if applicable to change supplier on behalf of the business that is being supplied with the contract (the customer), and that it will be bound by these contract details and the contract.
- Customer that these terms will give any notice needed to give the customer gas contract or electricity contract or both with my existing supplier and agree to you receiving the information needed to give the supply to you.
- If the contract is for electricity then I am also granting you my Personal Terms of Connection with my relevant supplier.
- Understanding that, if I fail to comply my supply within the end of this contract, you may proceed the delivery and may charge me a connection fee.

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## Step 6:

Repeat **Steps 4 and 5** if more than one signature is required.

If not, please click **'Finish'**.

Select the sign field to create and add your signature.

**FINISH** **OTHER ACTIONS**

Search, Zoom, Print, Help icons

Date of birth: [text field] Balance sheet year (Date): [text field] € [text field] € [text field]

Home address line 1: [text field] Number of employees: [text field]

Home address line 2: [text field]

City: [text field] Business status:  More Business\*  Non-More Business\*  More Business\*  Non-More Business\*

Post code: [text field]

Previous home address: [text field]

Registered charity / Business number: [text field]

Existing account ref: [text field]

**Payment Details**

Payment type:  Direct Debit  Cash/Cheque

Account name: [text field]

Sort code: [text field]

Account number: [text field]

Bank/Building Society name: [text field]

**Confirmation Details**

Ts & Cs received:  Yes  No

BE:  Email address: [text field] **Required - Sign Here**

Signature: [text field]

Print name: [text field]

Job title: [text field]

Date: [text field]

**by mail**  telephone  SMS  or email

British Gas Trading Limited may wish to contact you about other products and services provided by us or our partners by mail, telephone, SMS or email. By providing your information you will be indicating your consent to us keeping you informed in this way but please tick the box if you DO NOT wish to hear about such products and services

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Registered Office: Silchester, Waterhead Road, Silchester, Berkshire RG24 0JD

**NEXT**

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**FINISH**

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**Step 7:**

A copy of the completed document(s) will be sent to you via email.

You can now click '**No Thanks**' and will not need to sign up for DocuSign.

