***DELETE THIS MESSAGE AND PASTE THIS ENTIRE DOCUMENT ONTO YOUR COMPANY HEADED PAPER***

**Authority Agreement
in Respect of Gas & Electricity Purchasing Negotiations**

This agreement is dated: \_\_\_\_**(delete this: add sign date)**\_\_\_\_\_ and is between:

**Touchstone Energy Services,** 2 Lansdowne Road, Aldershot, Hants GU11 3ER

  *and*

 **DELETE THIS and insert your organisation’s name HERE**

 Address: Post Code: Contact:

 Telephone No: E-Mail: Fax No:

The Purpose of this agreement is to provide the necessary authorization for Touchstone Energy Management Services to provide energy supply contract negotiations, meter information, data collection and aggregation services, energy analysis services and water services. This authority shall remain in place until 01/08/2018

Touchstone Energy Services will inviteSuppliers and use its reasonable endeavours and expertise to obtain competitive prices at contract renewal. Recommendations and price comparisons will be based on the most up to date costs and consumption patterns provided by the Client or the current Supplier.

Touchstone Energy Management Services are hereby authorised to terminate our current energy supply contracts as deemed appropriate and within the terms and conditions in force within these contracts. This applies to all our gas, electricity and water supply contracts. Touchstone Energy Services are also authorised to deal direct with suppliers, distributors and meter operators in connection with our utilities. This is their authority to request and obtain data from those organisations relevant to the supply of these services.

Touchstone Energy Services will undertake the above work on a **NO FEE, NO SHARE OF SAVINGS** basis. The Client agrees to acknowledge that Touchstone Energy Services will derive their income solely from commission payments negotiated between themselves and the Supplier(s) unless otherwise agreed under separate cover.

We understand that we are not obliged to take any offer from Touchstone Energy Services.

**On behalf of DELETE THIS and insert your organisation’s name HERE**

Print name ………………………………………. Position ……………………………..

Signature ………………………………………... Date: **(delete this: add sign date)**

**On behalf of Touchstone Energy Services**

Print name: Geoffrey Berry Position: Senior Energy Advisor



Signature Date:

**Dear Client,**

**Here we clarify what we mean by allowing you to give us the authority to terminate your current contract on your behalf…**

**GOOD NEWS!**



The Energy Buying Group will request a termination to your supplier with notification that you do not wish to be automatically rolled over to a new contract once your current contract ends.

This means that this notification (known as a Letter of Termination – it does not end your energy supply) stops you from being automatically rolled over onto more expensive rates or put on to a new contract for a minimum of 1 or 2 years, also with high rates and standing charges (yes, they do this!!)

However, you can also choose to renew the current contract you’re on, even if we have applied for termination. The supplier will see that you want better prices/rates and are looking for competitive offers elsewhere.

**Giving in a termination/renewal notice either through us or yourself (the choice is yours – we offer to do it as many clients forget, are too busy or miss this period) means that you’ll be free to look around the market and see if you can get a cheaper deal elsewhere!**

**WHAT WILL HAPPEN NOW?**

In response to this you will soon receive a letter from your current supplier stating that your current contract will end on a certain date, they will probably offer you alternative rates and may pressure you to do so immediately.

Please do not feel pressured to sign up immediately with their offer, we will provide you with your free, no obligation competitive quotes during your renewal period – a month or so before your current contract ends. Feel free to compare the competitive offers we find with the ones your current supplier is offering for a new contract.

**GETTING CHEAPER QUOTES**

 Now that we have advised your supplier that you do not wish to be automatically rolled over onto new rates – you are free to look around the market and accept any competitive quote you find, as well as getting a quote from us!

**QUESTIONS**

If you have any concerns or questions please contact us on 02920 190260 and we will do our best to advise and help on any queries you have.

