

INSTRUCTIONS FOR COMPLETING VENTELO INDIRECT APPLICATION FORM

Dealer ID: Enter Schooltel
CPS Tick this box only and leave other boxes blank.

Customer Details

Contact Name: Please enter name of Head Teacher or other authorised signatory of contracts.
Title: Role in school such as Head Teacher
Company Name: Full name of school
Nature of business: School
Address: Normal postal address
Post Code: Normal post code
Telephone: Office/school normal contact number
Company Registration Number: Not applicable
Fax: School fax number
Name of Directors: Not applicable
Home Address: Not applicable
Post code: Not applicable

Billing Address

Contact Name: Only if different from above, eg secretary or bursar
Title: Role in school such as secretary or bursar
Address: Only if different from above
Post code: Only if different from above
Telephone: Only if different from above
Fax: Only if different from above
Paper bill: Enter Y if you want a normal paper bill
Disk Bill: Enter Y if you want an electronic file for analysis

Current Traffic

Current carrier: BT (Note - Service not available for other carriers)
Estimated Ventelo Spend £ Use one third of Ventelo vs BT figure from on line calculator (Please attach a photocopy of the latest BT bills)

Current Telephone equipment Details

Manufacturer	Your key and lamp system manufacturer or PABX if fitted
Model	Model number of above if fitted
Maintainer	Name of support company if applicable
Maintenance contract number	If applicable

Line Details

For each line where calls are made

Telephone number	The number off the BT bill
Number of lines	If there are 3 lines on this number, enter 3
Type of line	S for switchboard lines, F for fax, D for direct, alarm or boiler, M for internet modem
Current access	M for manual
Requested access	C for CPS (carrier pre-select)
Post code	The post code exactly as shown on the BT bill, even if wrong!
Notes	Please write "special school tariff"

Connection Notes

Are Ventelo required to program the telephone system	No
Are Ventelo required to install autodiallers	No

Freephone Local Rate and National Rate Numbers

Just put a line through this section, not required

Customer Signature

Contact Name	The person authorised to commit the school such as head teacher
Position	Role in school such as Head Teacher
Signature	of above
Date	Today's date

Instructions to your Bank or Building Society to Pay Direct Debits

To the manager:	Your school Bank name eg Barclays
Address	The address of the Bank as on a cheque
Post code	post code of the Bank as shown on a cheque or statement
Reference Number	Please leave blank for Ventelo
Name of Account Holder	School name as it appears on a cheque or statement
Branch Sort code	From a cheque e.g. 20-21-99
Bank/Building Society account number	The account number from a cheque or statement
Signature	Of an authorised person who can sign cheques
Date	Today's date

If you are not sure about something, please email your query to;
support@schooltel.co.uk <mailto:support@schooltel.co.uk>
We will endeavour to get back to as quickly as possible.

Check List

Customer details completed?	Y/N
Phone numbers for each line?	Y/N
write "special school tariff" in notes?	Y/N
Signed application form?	Y/N
Copied the BT phone bill(s)?	Y/N
Direct Debit Authority details?	Y/N
Signed and dated Direct Debit Authority?	Y/N
Read the Terms & Conditions?	Y/N
Have included the Terms and Conditions page	Y/N
Made 3 copies of the paperwork?	Y/N

Please send the original and one copy by first class post to:

SchoolTel Ltd
23 Bedfordshire Down
Warfield, Bracknell
Berkshire RG42 3UA

Please file the third copy for your records