



**A FREE
BILLS & OVERHEADS
HEALTH CHECK FOR
YOUR BUSINESS**



Meercat
ASSOCIATES LIMITED

enjoy
wolverhampton
Business Improvement District

GET YOUR FREE BUSINESS HEALTH CHECK

Is your business paying too much on bills and utilities?

Let's find out with a quick and easy, free health check...

How do I get a free Business Health Check?

We understand that during these uncertain times everyone is tightening their purse strings. Now is the ideal opportunity to check the bills that you are paying.

Working with Meercat Associates, Wolverhampton BID can help you with your bills and look to make savings whilst you are at home managing your business remotely.

To get a **Free Health Check** on your bills simply follow the easy guide in this document.



Working with...










Meercat
ASSOCIATES LIMITED



COMMODITY: MINIMUM REQUIREMENTS

Use the table below to see which areas your business spends on and what information is needed to run accurate savings checks.

Once you have done this, you just need to complete the Meercat Letter of Authority on the next page.

Breakdown of Areas of Spend Covered	Minimum Requirement	Frequency	Comments
Energy  <ul style="list-style-type: none"> • Electricity • Gas 	All Pages of Bills showing: <ul style="list-style-type: none"> • Contract end date • Current rates • Usage information 	Monthly or a Quarterly bill	Please provide a bill for each meter on each site. If no bill is available then please provide the detail in the minimum requirements column.
Telecoms & Broadband  <ul style="list-style-type: none"> • Business Landlines • Business Mobiles & Broadband • Phone Systems & Infrastructure 	All Pages of Bills showing: <ul style="list-style-type: none"> • Contract end date • Current rates • Itemised billing 	Monthly or a Quarterly bill	Please provide a copy of all pages of a single month's bill for each area of interest. This is per line or per package. Where possible please advise of contract end dates.
Merchant Fees  <ul style="list-style-type: none"> • Card Terminal Rental • Card Transaction Fees • Online Payment Fees 	All Pages of Bills showing: <ul style="list-style-type: none"> • Supplier • Contract end date • Current charges 	Monthly or a Quarterly bill	Please provide a copy of a single month's bill for every terminal used.
Pest Control  <ul style="list-style-type: none"> • Monthly Site Inspection 	All Pages of Bills showing: <ul style="list-style-type: none"> • Point of Contact • Access to survey 	Monthly invoice or current service provision	Please advise if you would like our partner to conduct a free survey.
Testing & Safety  <ul style="list-style-type: none"> • PAT Testing • Extinguisher Servicing • Electrical Maintenance • Fire Risk Assessment 	<ul style="list-style-type: none"> • Requirements of work to be carried out • PAT Test Count • Current agreements 	Monthly or annual invoice	Please provide as much detail as possible on services of interest as we may need to enable our suppliers to conduct a site visit to quote.
Stationery & Print  <ul style="list-style-type: none"> • Office Supplies • Printed Materials • Print Management 	<ul style="list-style-type: none"> • Core List (if available) • Office Supplies invoices • Print Management agreement/bill 	A range of monthly invoices	Please provide a range of invoices to cover goods regularly and infrequently purchased from a single or range of suppliers. Print Management requires detail on machines and throughput.
Water 	All Pages of a single bill	Monthly or a Quarterly bill	We require a signed Letter of Authority to procure data from your current suppliers.

Letter of Authority

This document gives notice forthwith that we have appointed a management agent with a mandate to procure information and liaise with suppliers on our behalf without hindrance. This organisation is Meercat Associates Ltd (06156522) in conjunction with eyebright Ltd (SC367108) and can be contacted by telephone on 01444 416 529. This letter of authority can be applied to gas and electricity accounts, and is valid for 12 months from the date below.

This document allows Meercat Associates & eyebright to:

- Request and receive current and historical account information including, but not limited to:
- Consumption history, supply numbers, pricing details, contract end dates
- Issue termination notice regarding existing supply contracts / Opt out from future automatic contract renewals on my behalf
- Obtain information from third party industry databases, for example metering details
- Contact my current supplier to resolve any objections or rejections regarding my transfer
- Request and negotiate prices on my behalf
- Request all billing information e.g. copy bills, debt information, payment terms, where necessary
- Authorise any adjustments, refunds, or billing direct to client where appropriate
- Raise and deal with complaints on my behalf to a satisfactory resolution
- Inform my supplier that eyebright is the only 3rd party to be associated to my account
- Entering into a contract on my behalf

YOUR DETAILS	CAREFULLY PRINT IN BLOCK CAPITALS OR SIGN WHERE* APPEARS
Company Name	
Company Legal Entity Type/ Registration Number	
Company Address	
Telephone Number	
Email	
Authorised Name	
Authorised Signature*	
Authorised Individual's Position	
Date	

Please tick: we do not use company letterhead or stamp (due to size of company etc.)

Please tick: various members of staff act on behalf of business (due to size/staffing etc.)

