

**CONTRACT FORM – HSY2003 I**

|                     |                                     |
|---------------------|-------------------------------------|
| HCC Contract No.:   | Hampshire County Supplies           |
| Purchase Order No.: | Bar End Road<br>Winchester SO23 9NR |



|  |                                 |                                      |                          |
|--|---------------------------------|--------------------------------------|--------------------------|
| Supplier:  | Supplier Representative:        |                                      |                          |
| Model no.:   | Contract period:                |                                      |                          |
| All <b>black</b> copies charged at:  | pence per page                  | All <b>colour</b> copies charged at: | pence per page           |
| Optional accessories:  |                                 |                                      | £                        |
|  |                                 |                                      | £                        |
|  |                                 |                                      | £                        |
|  |                                 |                                      | £                        |
| Quarterly maintenance £  |                                 |                                      | Total accessories cost £ |
| Quarterly Rental <input type="checkbox"/> Outright Purchase <input type="checkbox"/> | Total rental or purchase cost £ |                                      |                          |
| Basic machine £  |                                 |                                      |                          |

|   |             |
|---|-------------|
| Machine to be terminated/replaced: Model no.: | Serial no.: |
| Agreement no.:                                | Funder:     |

|                             |               |            |  |
|-----------------------------|---------------|------------|--|
| <b>Customer information</b> | Organisation: |            |  |
| Title:                      | Forename:     | Surname:   |  |
| Position:                   | DFES No.:     |            |  |
| Address:                    |               |            |  |
|                             |               | Post code: |  |
| E-mail address:             |               | Telephone: |  |
| Signature:                  |               | Date:      |  |

|                        |  |
|------------------------|--|
| <b>Invoice address</b> | Tick if same as Customer Information <input checked="" type="checkbox"/> |
| Contact:               |  |
| Position:              |  |
| Organisation:          |  |
| Address:               |  |
|                        |  |
| Post code:             |  |
| Telephone:             |  |

|                         |  |
|-------------------------|--|
| <b>Machine location</b> | Tick if same as Customer Information <input checked="" type="checkbox"/> |
| Contact:                |  |
| Position:               |  |
| Organisation:           |  |
| Address:                |  |
|                         |  |
| Post code:              |  |
| Telephone:              |  |

|                                |       |
|--------------------------------|-------|
| County Supplies Authorisation: | Date: |
|--------------------------------|-------|



For further information or advice please contact:  
County Supplies Buying Team [county.supplies.buying@hants.gov.uk](mailto:county.supplies.buying@hants.gov.uk)



**Data Protection:** The data you provide in this form will be treated in accordance with UK Data Protection Legislation. Your data will only be used for the sole purpose of providing your supply and procurement service and providing you with information about County Supplies. It will not be shared with third parties. Your data will be retained for a maximum period of 1 year after your account is closed or becomes inactive. The legal basis for our use of this information is Performance of a Public Interest task. You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details: <https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>. You can contact the County Council's Data Protection Officer at [data.protection@hants.gov.uk](mailto:data.protection@hants.gov.uk). If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.