



Application Form

Details of Organisation	
Organisation Name:	
Lead Contact Name:	
Job Title:	
Contact Email:	
Contact Tel:	
Organisation address or invoicing address:	
Purchase Order Number:	
Renewal Date Due: (if applicable)	

Details of Facilities		
Facility 1	Facility Name:	
	Address:	
	County:	
	Postcode:	
	Lead Name:	
	Email Address:	
	Telephone No:	
Facility 2	Facility Name:	
	Address:	
	County:	
	Postcode:	
	Lead Name:	
	Email Address:	
	Telephone No:	
Facility 3	Facility Name:	
	Address:	
	County:	
	Postcode:	
	Lead Name:	
	Email Address:	
	Telephone No:	

Details of Facilities		
Facility 4	Facility Name:	
	Address:	
	County:	
	Postcode:	
	Lead Name:	
	Email Address:	
	Telephone No:	
Facility 5	Facility Name:	
	Address:	
	County:	
	Postcode:	
	Lead Name:	
	Email Address:	
	Telephone No:	

Details of the person completing the Application Form	
Full Name (block capitals):	
Position in the organisation	
Signature:	Date:

Please complete and email Quest@rightrightdirections.co.uk or send it to Right Directions, The Stables, Whitehouse Farm Business Centre, Gaddesden Row, Hemel Hempstead, HP2 6HG.

By ticking this box you are confirming that you would like the email addresses provided to be put onto our mailing list to receive Right Directions and Quest Newsletters and Safety Alerts.

Terms and Conditions

- VAT is charged at the current rate of 20%
- All expenses are included
- Right Directions cannot be held responsible for any insurance claims or summons
- Right Directions will invoice 'the client' in advance of the service. The report and certificate will only be issued once payment has been received.
- **Cancellation** - we require the following notice for the cancellation of any works confirmed within this application:
 - Greater than 28 calendar days' notice no cost
 - Between 28 and 14 calendar days' notice, 25% of agreed quote
 - Between 13 and 7 calendar days' notice 50% of agreed quote
 - Less than 7 calendar days' notice 100% of agreed quote.
 - All cancellations may incur an administration fee of £100
 - Right Directions value the relationship with all our clients and will do everything within their capability to back fill any cancelled work, to avoid additional charges.