

683-011 /

Wendy Dilley
265 7969
w.dilley@espo.org

September 2002

Dear Customer

Supply of Electricity to Non-Half Hourly Metered Sites using over 12,000 units p.a.

The contract arranged by ESPO for the supply of your electricity expires on 30 September 2002. Based on the established course of dealing ESPO has negotiated terms with TXU Energi for the continued supply of your premises for the period commencing 1 October 2002.

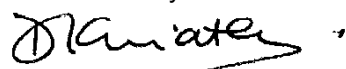
The new contract results in an overall average reduction in costs of 16%. Details of the key features of the new contract have been made available on the respective intranets of Norfolk County Council and Cambridgeshire County Council.

If you are unable to access the County Council intranet (either for technical reasons or because you are not a County Council establishment), and require details of the new contract, please complete and return the slip below to me at ESPO.

Should you require any clarification of the contract, or assistance in determining the prices applicable to your supply, please do not hesitate to contact us.

In order to benefit from the reduced rates available on this contract you need take no further action.

Yours faithfully



D A Kwiatek MCIPS
Group Buyer, Energy

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to: ESPO (Energy), Leicester Road, Glenfield, Leicester LE3 8RT FAX: 0116 231 8927

I am unable to access the electricity contract *Key Features* on the County Council Intranet.

Please forward a copy of the *Key Features* to me as shown below (please amend address as appropriate)

Name

Position

Tel. No.

Email

This is / is not* a County Council establishment
(*please delete as applicable)

[ESPO Ref: 683-011/901]

COMMERCIAL – IN CONFIDENCE

**ELECTRICITY SUPPLY CONTRACT:
CAMBRIDGESHIRE & NORFOLK**

KEY FEATURES DOCUMENT

ESPO Contract Ref: 683-011

Supply to Non-Hourly Metered Supply Points

For 2 years period commencing 1 October 2002.

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Safety

If you have a problem with your incoming electricity supply, such as power failure, power fluctuations or if you think there is a safety problem with your meter or the cables or other equipment leading to your premises contact your Regional Electricity Distribution Company:

Eastern Electricity
Emergency Response Centre
Fore Hamlet
Ipswich
IP3 8AA

☎ 0800 7838 838

ELECTRICITY SUPPLY CONTRACT: KEY FEATURES

This document summarises the arrangements for the supply of your electricity effective from 1st October 2002. The contract has been awarded to TXU Energi based on the established course of dealing.

Supplier

- TXU Energi, Suffolk House, Civic Drive, Ipswich, Suffolk IP1 2AE
- ☎ 01473 552 546. For more information about TXU see www.txuenergi.co.uk

Prices

- Contract based on unit rates and standing charges – there are NO demand or capacity charges
- Charges are determined according to site Profile and Metering
- Prices fixed until 30th September 2004 for budgetary certainty
- With effect from 1st April 2001 all non-domestic use of energy is subject to Climate Change Levy of 0.43p/kWh. Exemptions are available in some cases (see page 4).

Invoices

- Invoices issued monthly by TXU Energi
- Customers on former quarterly tariffs (usually profile Classes 03 & 04) will be billed monthly based on estimated readings with a reconciliation account based on actual readings, where available, every third month.
- Multi-site bulk bill facility is also available – for details contact TXU on ☎ 01473 553 026

Payment

- Payment is due within 14 days of invoice date and can be made by cheque, BACS or Direct Debit.
- If you wish to pay by direct debit, please contact TXU at the numbers shown below (for invoice queries) for a Direct Debit Mandate form.
n.b. some Councils do not permit payment by Direct Debit. If in doubt, please contact your Finance Department for guidance.

Queries

- Invoice queries to TXU in the first instance:
Cambridgeshire ☎ 01473 552 607
Norfolk ☎ 01473 554 576
- The contact number for sites on multi-site billing is shown on the multi-site bill
- Should you require further information on the Supply Terms and Conditions or the terms of Connection, please contact ESPO
- If further assistance is required or if you have a complaint, please contact ESPO on ☎ 0116 265 7969 or write to us at ☞ Leicester Road, Glenfield, Leicester LE3 8RT (or fax on 0116 265 7900)

Climate Change Levy

With effect from 1st April 2001 all non-domestic use of energy is subject to Climate Change Levy of 0.43p/kWh. Exemptions are available if you are:

- eligible for the lower rate of VAT (currently 5%) on energy supplies
- a Registered Charity
- using all or some of the energy for non-business purposes, e.g. for residential accommodation

In order to register for an exemption from the higher rate of VAT and Climate Change Levy, you must complete and return a VAT Exemption Certificate. Certificates are available from TXU on ☎ 01473 552 558 (for sites in Cambridgeshire) and ☎ 01473 554 576 (for sites in Norfolk).

For further guidance on the climate change levy contact:

- Your Local Customs & Excise office (see telephone directory for your nearest office)
- Wendy Dilley at ESPO on 0116 265 7969

New Connections and Changes to existing connections



If you require a new connection (i.e. a new supply point) to be included on a contract, **or** a change to an existing connection (e.g. change in capacity, or metering) covered by the contract, please contact ESPO for guidance.

Your Supply Number Explained

The Supply Number is printed on your electricity bill. It uniquely identifies the meter point(s) in your premises and is used by your supplier to register responsibility for your electricity supply. It also contains information regarding your meter and tariff. The Supply Number appears in the format shown below.

To establish the contract prices applicable to your supply point(s), find the Profile Class and Meter Timeswitch Code for your supply point(s), as shown on invoices, then find the corresponding table on the following pages.

Note:
The Profile Class (PC) and Meter Timeswitch Code (MTC) for each supply point is shown in the first two boxes on the top line of the Supply Number. You will need these numbers to check the price applicable to your supply point(s).

S	PC	MTC			

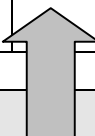
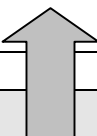
S					

S					

S					

Note: the 2 characters in this box of your Supply Number indicate in which Public Electricity Company's Distribution Area your site is located:

10 = Eastern Electricity

You may find it helpful to make a note of your Supply Numbers(s) for ease of reference, using the boxes provided.

Please quote your Supply Number and the Supplier's Customer Reference when making enquiries regarding your supply status, invoices etc.

Prices effective from 1 October 2002 to 30 September 2004.

Prices For Supply Points in Profile Class 03

Meter Timeswitch Code		
MTC 500, 801 <i>Business General</i>		MTC 136, 137, 180, 636 <i>Business Econ 7</i>
Monthly Charge	£7.42	£7.42
Unit Charge	n/a	2.905 pence/kWh
1. night		
2. other times	4.207 pence/kWh	4.207 pence/kWh

The prices shown exclude **Climate Change Levy** of 0.43 p/kwh. See page 4 for exemptions)

Please refer to your bill for the key data; also refer to page 5.

S	PC	MTC		
	REC			

If you are unable to find the prices applicable for your supply, please call 0116 265 7969 for assistance

Prices effective from 1 October 2002 to 30 September 2004.

Prices For Supply Points in Profile Class 04

Meter Timeswitch Code				
100	138, 139,	124, 142, 148, 807, 808, 809, 810, 811, 812	608, 632, 633, 822	
<i>2 rate: Evenings & Weekends</i>	<i>3 rate: evenings, weekends & Econ 7</i>	<i>2 Rate: day/night Econ 7</i>	<i>Single rate: Unrestricted</i>	
Monthly Charge	£7.73	£7.73	£7.73	£7.73
Unit Charges				
1. night	n/a	2.196 p/kWh	2.196 p/kWh	n/a
2. evenings and weekends	2.717 p/kWh	2.717 p/kWh	n/a	2.717 p/kWh
3. other times	4.182 p/kwh	4.182 p/kwh	4.182 p/kwh	n/a

The prices shown exclude **Climate Change Levy** of 0.43 p/kwh. See page 4 for exemptions.

Please refer to your bill for the key data; also refer to page 5.

S	PC	MTC		
	REC			

If you are unable to find the prices applicable for your supply, please call 0116 265 7969 for assistance

Prices effective from 1 October 2002 to 30 September 2004.

Prices For Supply Points in Profile Class 05 (MD, Load Factor <20%)

Meter Timeswitch Code			
	801, 802 <i>Single Rate MD</i>	122, 123, 807, 808 <i>2 Rate MD</i>	<i>3 Rate MD</i>
Monthly Charge	£12.27	£12.27	£12.27
Unit Charges			
1. Night	n/a	2.036 p/kWh	2.036 p/kWh
2. Evenings/Weekends	n/a	n/a	2.791 p/kWh
3. Other Times	3.862 p/kWh	3.862 p/kWh	3.862 p/kWh

Prices For Supply Points in Profile Class 06 (MD, Load Factor 20-30%)

Meter Timeswitch Code		
	801, 802 <i>Single Rate MD</i>	123, 807, 808 <i>2 Rate MD</i>
Monthly Charge	£12.42	£12.42
Unit Charges		
1. Night	N/a	2.007 p/kWh
2. Other times	3.894 p/kWh	3.894 p/kWh

The prices shown exclude **Climate Change Levy** of 0.43 p/kwh. See page 4 for exemptions)

Please refer to your bill for the key data; also refer to page 5.

S	PC	MTC		
	REC			

If you are unable to find the prices applicable for your supply, please call 0116 265 7969 for assistance

Prices effective from 1 October 2002 to 30 September 2004.

Prices For Supply Points in Profile Class 07 (MD, Load Factor 30-40%)


Meter Timeswitch Code		
	801, 802 <i>Single rate MD</i>	123, 807 <i>2 Rate MD</i>
Monthly Charge	£12.02	£12.02
Unit Charges		
1. Night	N/a	1.998 p/kWh
2. Other times	3.85 p/kWh	3.85 p/kWh

Prices For Supply Points in Profile Class 08 (MD, Load Factor >40%)

Meter Timeswitch Code		
	801 <i>Single rate MD</i>	123, 807, 808 <i>2 rate MD</i>
Monthly Charge	£12.89	£12.89
Unit Charges		
1. Night	N/a	1.953 p/kWh
2. Other times	3.855 p/kWh	3.855 p/kWh

The prices shown exclude **Climate Change Levy** of 0.43 p/kwh. See page 4 for exemptions)

Please refer to your bill for the key data; also refer to page 5.



S	PC	MTC		
	REC			

If you are unable to find the prices applicable for your supply, please call 0116 265 7969 for assistance

Have we got your details Correct?

If not, please complete and return this sheet with your Supply Number(s) entered.

By post ✉ to: ESPO, Leicester Road, Glenfield, Leicester LE3 8RT

By facsimile 📠 to ESPO on 0116 265 7900

- ☐ Please correct or amend the details as shown (complete **BOTH** sections)
- ☐ This person has left the company. Please remove the name only from your list (complete **Old Details** section only).
- ☐ This site no longer exists. Please remove it from your database (Complete **Old Details** section only).

OLD DETAILS	NEW DETAILS
Mr/Ms/Miss Other	Mr/Ms/Miss Other
Forename	Forename
Surname	Surname
Job Title	Job Title
Company	Company
Address	Address
.....
.....
.....
Postcode	Postcode
Telephone	Telephone
Fax	Fax
E-Mail	E-Mail
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">S</div> <div style="border: 1px solid black; padding: 2px;">PC</div> <div style="border: 1px solid black; padding: 2px;">MTC</div> <div style="border: 1px solid black; padding: 2px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 2px;"> <div style="border: 1px solid black; padding: 2px;">REC</div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> <div style="border: 1px solid black; padding: 2px;"></div> </div> </div>	
Your Electricity Supply Number: (Please Refer to page 5 for details)	

Thank you for your help



To:
TXU Energi
4th Floor,
Suffolk House,
Civic Drive,
Ipswich,
IP1 2AE

Fax: 01473-552610

Electricity Meter Readings

Customer Contact:

Name _____ Tel Number _____

Date of Meter Reading: __/__/____

Customer Reference No or Supply Number:

Premise Address: _____

Readings:

(Please specify which rate applies to each reading. i.e.Low, Normal, Rate 1, Rate2 etc)

Eastern Shires Purchasing Organisation
Leicester Road,
Glenfield,
Leicester LE3 8RT

☎: 0116 265 7969
fax: 0116 265 7900
www.espoenergy.org