

**Here’s your Letter of Authority (LOA)**

This letter is very important. It allows us to assist with managing your energy supply as it provides us the authority to contact both your current and new supplier and act on your behalf should we need to.

Once completed the Letter of Authority can either be printed, signed and posted to:

**Business Juice, Yorke House, Arleston Way, Solihull, B90 4LH**

Or you can sign it, scan it and email it to: **help@businessjuice.co.uk**

Or you can sign it, scan it and fax it to: **0845 387 5701**

If you’re having problems call us on **0800 051 5770**

For your benefit we always recommend that you keep a signed copy of your LOA on file.

Business Juice Ltd. Registered in England. Company No. 7503976. Registered Office: Yorke House, Arleston Way, Solihull, B90 4LH

March 2015

<YOUR LETTERHEAD>

<DATE>

**Customer Name:**

**Business Name:**

**Business Address:**

**Email:**

**Telephone:**

**Agent Name:** Business Juice

**Agent Telephone Number:** 0800 051 5770

**Site Address:**

Dear Sir/Madam,

This letter authorises representatives of Business Juice to discuss, send and receive information relating to our gas and/or electricity supplies to all our UK premises, with respect to requests for contract end dates, termination requests, consumption and metering details and all matters relating to objections and/or rejections that may arise.

Yours Sincerely,