

Site Addition To Contract

To request to **add** a site to your ScottishPower Electricity Supply Contract, please complete and return this form to the dedicated Procurement Scotland mail box. **All fields on this form are mandatory.**

NEW SITE	
Customer Contact Name/Number	
Company Name	
Site Address	
Town	
Post Code	
Billing Address (if different to site)	
Town	
Post Code	
Existing ScottishPower Account Reference Number or current supplier	
Group Billing	YES/NO
Unique Site Code (this is the individual site code as nominated by your company for the purpose of Group Billing)	
Department (e.g. Housing, Education)	
Effective Date	
Domestic or Half Hourly	
Total Annual Consumption (kWh)	
Authorised Supply Capacity	
Are you an Internet Invoicing customer?	YES/NO

Supply Number(s):

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Change of Tenancy

To request to **remove** a site from the ScottishPower Electricity Supply Contract, please complete and return this form to the dedicated Procurement Scotland mailbox. **All fields on this form are mandatory.**

SITE CLOSURE – CHANGE OF TENANCY	
Customer Contact Name/Number	
Company Name	
Site Address	
Town	
Post Code	
ScottishPower Account Reference Number	
Date of Closure	
Final Meter Reading	

Please provide the following information:

New Occupier	
Contact Name	
Contact Number	
Address if different from above	
Company Registration Number	

Supply Number(s):

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