

# CONTRACT EXTENSION FORM

12 MONTHS

24 MONTHS

HCC Contract No. \_\_\_\_\_

Hampshire County Supplies  
Bar End Road  
Winchester SO23 9NR  
Fax no. (01962) 877946

# RICOH

**PLEASE COMPLETE THIS FORM IN BOLD CAPITAL LETTERS**

Supplier \_\_\_\_\_ Supplier Representative \_\_\_\_\_

Machine Model No. \_\_\_\_\_ Machine Serial No. \_\_\_\_\_

Original contract period \_\_\_\_\_ Average monthly copies \_\_\_\_\_

Current rental cost (per quarter) £ \_\_\_\_\_ Current cost per page charges: Black \_\_\_\_\_ Colour \_\_\_\_\_

**New** rental cost (per quarter) £ \_\_\_\_\_ **New** cost per page charges: Black \_\_\_\_\_ Colour \_\_\_\_\_

**Please note:**

- 12 month extension period receives 35% discount off the quarterly rental.
- 24 month extension period receives 50% discount off the quarterly rental.
- Contracts will only be extended to a maximum of 5 years.

Customer information: Organisation \_\_\_\_\_

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Position \_\_\_\_\_ DFES No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Invoice address  tick if same as Customer Information

Machine location  tick if same as Customer Information

Contact \_\_\_\_\_

Contact \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code \_\_\_\_\_

Post code \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

County Supplies Authorisation \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**Hampshire**  
County Council

For further information or advice please contact:  
Tracey Mort (01962) 826926 tracey.mort@hants.gov.uk



**Data Protection:** The information that you provide will be stored by County Supplies for the sole purpose of providing your supply and procurement service. This service:  
1. uses the information (where required) for deliveries of goods, invoicing, product or service information and for correspondence by County Supplies or its officially appointed suppliers.  
2. ensures the information will remain confidential and will not be passed to any non-contracted party for marketing purposes.  
3. maintains the information throughout the currency of your registered account with County Supplies and will amend it subject to subsequent information you provide to County Supplies.

In accordance with the CBC/HS1770 Terms and Conditions of Contract

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