



Historical Bill Checking: Appointment

I hereby appoint Renewable Partnerships Ltd to act on my behalf to undertake an audit of our historical electricity bills for the organisation identified overleaf.

I wish an audit to be taken over a period of _____ historical years (to 2012)

We grant Renewable Partnerships the authority to discuss any overpayment issues with the relevant supplier and to manage the refund of any excess payment on our behalf.

I agree to pay Renewable Partnerships in line with the table shown below and my chosen option:

	Payment Option	Definition	Signature – Both Client and Renewable Partnerships
Option 1	50% of Refund	Upon Receipt of an energy refund from any supplier that Renewable Partnerships has effected on my behalf, payment of invoice raised at 50% of achieved refund	
Option 2	£1000 plus 25% of Refund	£1000 payment to Renewable Partnerships prior to the commencement of work and on receipt of any refund 25% to Renewable Partnerships	
Option 3	£6000	£3000 payment to Renewable Partnerships prior to the commencement of work and the balance on conclusion of the work	

Our Payment Terms on receipt of invoice is 15 days.
Costs quoted above exclude VAT

Renewable Partnerships Ltd will act at all times with complete confidentiality on my behalf, except in the communication of necessary use and purchase information to/from supplying provider.

I understand that Renewable Partnerships Ltd will secure on my behalf and at my expense the relevant half hour data for this exercise from NIE. The current NIE Networks charge for this is £12.50 per 12 month period of data and the fee for this will be added to my current electricity bill.

The output of this exercise will be an analysis of my historical usage including the relevant pass through charges that should have been charged to me. Renewable Partnerships Ltd will undertake a comparison activity on my behalf will include analysis of what I have been historically charged and what should have been charged and will include all individual cost elements on a like-for-like comparative basis.

I will supply hard-copies of all historical bills relevant to the period being examined. Alternatively, I will grant Renewable Partnerships access to my on-line billing portal.

I will also supply copies of any supplier contracts that I have.

Renewable Partnerships Ltd undertakes not to disclose any of the information gathered with any party other than the relevant electricity supplier, the NI Utility Regulator and this organisation.



Name of Organisation	
Signed:	
Print Name:	
Position:	
Date:	
Address (1)	
Address (2)	
Postcode	
Telephone	
Mobile	
Email	
Supplier (s) and supply periods	
Online Portal email	
Online Portal password	
Meter Point Reference Number(s) (MPRN) and supply addresses(s) – use separate sheet if necessary	
Company Number	
Charity Number	

Item	Check
NIE Networks Letter Of Authority (LoA)	
Renewable Partnerships Bill Checking LoA	
Copy of Contract(s)	
Unbundled Bills – for each month to be checked	