

# ORDER FORM FOR ID CARD CONTROL SYSTEM

CONFIDENTIAL WHEN COMPLETED

Once completed please send to [screening@nsascreening.co.uk](mailto:screening@nsascreening.co.uk) with a passport photo type image for each individual (jpeg/png)

## COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

## SERVICE OPTIONS - PLEASE SELECT

PLEASE NOTE WE HAVE A MINIMUM ORDER VALUE OF £25.00 PLUS VAT

Using our standard layout with your logo £25.00 (ex. VAT) ☐ £

Design of your own layout (including proof sign off) £300.00 (ex. VAT) ☐ £

Quantity of ID Cards \_\_\_\_\_ @ £3.95 each (ex. VAT) £

Quantity of Lanyards (including card holders) \_\_\_\_\_ @ £3.95 each (ex. VAT) £

TOTAL £

VAT £

TO PAY £

## DECLARATIONS

1. I am authorized to enter into this agreement with National Security Screening Agency Limited on behalf of the above-named company.
2. I hereby agree to supply to National Security Screening Agency Limited with the company mark or logo of the above-named company. I consent to National Security Screening Agency Limited using that mark or logo for the purpose stated i.e. for printing onto ID Cards and warrant that they shall be held blameless for and indemnified against any claim or liability arising from the use of that mark or logo for this purpose from any person whatsoever.
3. I request National Screening Agency provide the above equipment and services.
4. I understand that it is the responsibility of the above-named company to keep the ID Card information up to date, particularly with regard to lost or stolen cards, job title changes and personnel leaving the company.
5. I understand that replacement ID Cards will be charged for at the prices in force at the time of requesting the replacement ID Card.
6. a) I have enclosed a cheque for the correct amount, **OR**  
b) I have posted a cheque today for the correct amount, Cheque Number \_\_\_\_\_, **OR**  
c) I have paid by automatic bank transfer (or similar) and it will be in the bank of NSA Group Ltd **National Westminster Sort Code 55-81-26 Account Number 9729 8204** on \_\_\_\_\_.
7. I understand that all information given will be held in the strictest confidence and that NSA Group Ltd registered under the Data Protection Act 2018 -Registration Number Z2227400.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_



NSA Group Ltd.

Suite 1  
The Old Dairy  
Elm Farm  
Norwich Common  
Wymondham  
NR18 0SW

T: 0800 999 7858



## ID CARD HOLDERS'

List \_\_\_\_\_ of \_\_\_\_\_

[illegible]