

Organisation:

Job Title:

Contact Name:

Address:

Contact Telephone Number:

Email Address:

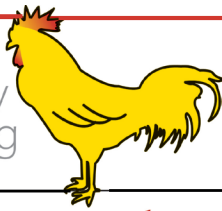
Invoice Address (if different to main address):

How many passports would you like to purchase?

PO Number:

Signature:

Date:



## Cost

The cost of scheme membership is £20 per passport renewable on an annual basis. Companies are able to make bulk purchases and assign them to staff as required. Bulk purchases will benefit from a number of complimentary passports as follows:

200 +	20 Free Passports
100	10 Free Passports
50	5 Free Passports
10	1 Free Passport

VAT will be charged at the standard rate

## The Passport cost covers the following:

- Administration - Inputting of all staff records and continuous updating of training and qualifications
- Training - Visiting your company to ensure all relevant parties can use the system and find the information they require
- Functionality - Providing expertise to refine the system as required
- Support - Continuous IT support for system
- Development - Future enhancements to meet the needs of the industry

## Payment Details

Once an order has been received, an invoice will be issued by Lantra for the full amount. Access to passports will only be released once payment has been received by Lantra. Payment terms are strictly 30 days.

The passport is renewable on a 12 monthly basis. Companies / individuals will be asked a month before the end of this term whether they would like to renew. If notification or payment is not received then access to these records will be suspended.

Completed forms should be returned to:

[Poultrypassport.org](http://Poultrypassport.org), South Green Park, Mattishall, Dereham, Norfolk, NR20 3JY.