

CSC Catering Supplier Accreditation Booking Form

Company Details	
Company name	
Contact name	
Job Title	
Address of <u>premises to be audited</u>	
Invoicing address (If different from above)	
Phone (office)	
Phone (mobile)	
Email	
Purchase Order No (if applicable)	
Is this accreditation specifically to enable you to cater at an upcoming event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of: Venue name	
Venue contact person and email address	
Date of event	

Please answer the following:

Do you have a HACCP plan in place?	
Do you have a food safety policy?	
Does your food policy include transportation of food and on site protocols?	
What is your food hygiene rating (scores on the doors)?	

Please complete the above and read the terms and conditions below, the signed form should then be returned to CSC.

Inv #	Payment rcvd	Audit date	Outcome
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By signing and returning this booking form you confirm that you have read and accept CSC terms and conditions for food hygiene accreditation:

Terms and Conditions

Pricing and Payment Terms

The audit charges are £390 plus VAT payable in advance. Once the booking form has been received we will forward an invoice to you, once this has been settled you will be offered an audit date. All attempts are made to find a suitable audit date as quickly as possible, however we advise that it could take up to 6 weeks from payment to the final audit date and therefore recommend that you contact as early as possible before the accreditation is required.

Audit appointment and cancellation terms

The CSC Head Office will contact you to agree a suitable date and time to undertake the audit. The appointment will be confirmed by email. Cancellations will incur the following fees:

11+ working days in advance of the appointment	No charge (0%)
5 – 10 working days in advance of the appointment	Half fee (50%)
0 – 5 working days in advance of the appointment	Full fee (100%)

Report Distribution

Following the audit a written report will be sent to the nominated contact (specified on this order form) within 2 days. Please note that if the accreditation was requested in order for you to cater at a specified event and venue, we will automatically share a copy of the audit report with the hotel events team. Should you **not wish** for us to send the report please clearly tick the box .

When the CSC auditor arrives for the appointment a suitable member of staff should be available to assist the auditor as required.

Signed

Name **Date**

Please return your booking form to CSC at:

Email: info@cs-compliance.co.uk (preferred method)

Post: Unit 22, Midsomer Enterprise Park, Radstock Road, BA3 2BB