



**ICT Support Order Form**

Please complete all the sections below and send to our address below.

Community Action Suffolk  
 Brightspace  
 160 Hadleigh Road  
 Ipswich  
 Suffolk  
 IP2 0HH

**Section1 - Contact and Organisation Information**

Name of Contact.....  
 Name of organisation.....  
 Address.....  
 Street.....  
 Town..... County.....  
 Post Code..... No of Computers (including servers).....

**Note: Servers & laptops should be counted as a PC**

**Section 2 - Package and Order Information (Please circle your required product)**

Detailed package information is available at  
<https://www.suffolkonline.net/products/it-support/>

**All prices include VAT**

<b>Packages</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>	<b>Gold Plus</b>
<b>On-site Hourly rate</b>	£48.00	£42.00	£36.00	£36.00
<b>Prices per month</b>				
<b>1-5 PCs</b>	£17.63	£23.50	£29.38	£50.00
<b>6-15 PCs</b>	£29.38	£35.25	£41.13	£65.00
<b>16-30 PCs</b>	£41.13	£47.00	£52.88	£80.00

I agree to enter into an agreement with IT Services at CAS Ltd, Brightspace, 160 Hadleigh Road, Ipswich, Suffolk, IP2 0HH and sign up to the package circled in the above table, for the amount of computers detailed in Section 1 and agree to sign up to this package for a 12 month period starting from the date detailed on the form.

I agree to pay all monthly charges associated with the service subscribed to above and any extra charges that the organisation may accrue as a result of work performed by Community Action Suffolk. I have read the information in the terms and conditions on our website at <https://www.suffolkonline.net/products/broadband/information/terms-and-conditions/> and understand all the conditions and charges relating to the service I have signed up to.

How will we use the information about you?

We will process your request for a service from Community Action Suffolk and manage any account you have with us.

This information may be shared within Community Action Suffolk and it's subsidiary companies but will never be shared for marketing purposes outside our group of companies. Further information on how we treat your personal data and our group of companies can be found on our privacy policy [here](#)

Full Name..... Organisation.....

Position.....Signature.....

Date.....