

Form No.	SOU-TEM-11		Last Review	Jan 2025
Revision	2025v1.9		Reviewed By	S Radcliffe

New Service Partner Application Form

Please complete the form and return by email to your manager.

Upon receipt, our full Service Partner Pack will be issued.

Company Name	
Company Number	
Registered Address	
VAT Number (or N/A if not VAT Registered)	
UTR Number	
National Insurance Number (Individuals)	
CIS Registered?	
If Yes, then Gross Status?	

Primary Contact Name / Account Manager	
Email	
Telephone	
Trading Address (if different to Registered Address)	

Order Placement Contact Details

Contact Name	
Telephone	
Email	

Please ensure our Order Numbers are included on all invoices. Invoices without the Order Number will be rejected.

Accounts Department Details

Contact Name	
Telephone	
Email	

Bank Details (for Payments)

Bank Name	
Account Name	
Account Number	
Sort Code	

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Skill Sets

Fire Life Safety Systems	Please Tick
Aspirating Systems / VESDA	
Automatic Opening Vents (AOVs) / Smoke Vents	
Emergency Lighting	
EVCS / Call Systems / WC Alarm / Refuge Alarm / Induction Loops	
Fire Detection and Alarm Systems	
Gas Detection Systems	
Gaseous Extinguishing / Fire Suppression Systems	
Public Address Systems	
Room Integrity Testing	
Water Leak Detection Systems	
Kitchen Fire Suppression (please specify below)	
Other (please specify below)	

Security Systems	Please Tick
Access Control Systems	
Affray Alarm / Panic Alarm Systems	
CCTV Systems	
Door Entry Systems / Intercoms	
Facial Recognition	
Gates and Barriers	
Intruder Alarms	
Keyholding	
Lone Worker / Staff Safe Systems	
Nurse Call Systems	
Security Fogging Systems	
Other (please specify below)	

PFX	Please Tick
Fire Safety Signage	
Hose Reels	
Portable Fire Extinguishers and Fire Blankets	
Other (please specify below)	

Electrical	Please Tick
General Electrical Works	
Fixed Wire Testing	
Portable Appliance Testing (PAT)	
Other (please specify below)	

Mechanical Fire Safety	Please Tick
Fire Dampers	
Fire Hydrants	
Fire Curtains	
Risers (Dry / Wet)	
Fire Shutters	
Sprinkler - Pumps	
Sprinkler - Commercial	
Sprinkler - Domestic & Residential	
Sprinkler - Flow Switch	
Waste / Laundry Chute	
Water Mist Systems	
Other (please specify below)	

Fire Safety Consultancy	Please Tick
Fire Risk Assessments	
Fire Safety Awareness Training / Fire Marshal Training	
Other (please specify below)	

Passive Fire	Please Tick
Fire Cladding Surveys	
Fire Compartmentation	
Fire Doors	
Fire Stopping	
Other (please specify below)	

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Specific Details of Capabilities

Services Provided Relating to the Above

Services	Please Tick
Design	
Supply	
Installation	
Commissioning	
Maintenance	
Reactive Call Out Service	
Repair	
Upgrade	

Provide Other Details as Required

Areas Covered (Please Tick)			
All of Mainland UK		Guernsey	
Scotland		Isle of Wight	
North East		Jersey	
Yorkshire		Northern Ireland	
North West		Republic of Ireland	
North Wales		Outer Hebrides	
South Wales			
East Midlands			
West Midlands			
Anglia			
South West			
South East			
London			

Insurance Levels - a copy needs to be issued prior work being undertaken

Insurance Type	Limit (£)	Insurance Provider	Expiry Date
Employers Liability			
Public & Products Liability			
Professional Indemnity			
Contract Works			
Aviation Liability			

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Security Screening - copies will be requested for our records

DBS	
Enhanced DBS	
BS 7858 Screening (Required for Security works)	
Counter Terrorism Check (CTC) Screening	
Other (Please Detail Below)	

Certifications (Please Detail Scope)

Certification	Please Tick
SSAIB	
NSI	
BAFE	
LPS	
FIRAS	
NICEIC	
Safety Schemes in Procurement (CHAS / SafeContractor etc)	
ISO 9001	
Other	
Other	
Other	
Other	

Scope

Terms

Agreed Payment Terms (Days End of Month Date of Invoice)	
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Orders are subject to LJR Group's Terms and Conditions of Purchase.

LJR Purchase Ledger Details

Invoices

Please email all invoices in PDF format to accounts@ljrgroup.co.uk

Statements

Please email all statements to accounts@ljrgroup.co.uk at the beginning of each month.

For any queries in reference to your account, please email the Accounts Team at accounts@ljrgroup.co.uk

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Internal Use Only

Requested By	
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Justification for Request

Estimated Annual Business (£)	
Approved by (Accounts)	
Approved by (Management)	
Account Number	