|  |  |  |  |
| --- | --- | --- | --- |
| Name of lender |  | | |
| Organisation\* |  | | |
| Type of Organisation\* eg not for profit |  | | |
| Contact address\* |  | | |
|  |  | | |
| Contact telephone no\* |  | | |
| Contact e-mail address\* |  | | |
| Delivery address\* |  | | |
|  |  | | |
| Cases required\* |  | | |
| Collection/Delivery Date\* |  | Return date\* |  |
| Delivery: number of miles |  | Total delivery |  |
| Price per case per week |  | **Total** |  |
| **Items marked \* are essential** |  | Invoice Required\* | Yes/No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment method (please tick)** | | | |
|  |  | | |
|  | Cash – please do not post cash | | |
|  |  | | |
|  | Cheque – please make payable to **Derbyshire County Council** | | |
|  |  | | |
|  | Credit / debit card – we will email you instructions on how to pay | | |
|  |  | | |
|  | Internal recharge – cost centre: |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff use only** | | | | |
| Payment received by: |  | Date: |  |  |
|  | | | | |

**Privacy notice**

For full details of how we will treat your information, see the Users of Outreach Services privacy notice at [www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services](http://www.derbyshire.gov.uk/working-for-us/data/gdpr/privacy-notices/community-services). In summary, your information will be:- controlled by Derbyshire County Council; processed on the basis of contract; not shared with third parties unless with your consent, in our/your legitimate interests, or as required by law; kept for six years, according to rule LEIS 10.03 on the Leisure and Culture retention schedule at [www.derbyshire.gov.uk/retentionschedules](http://www.derbyshire.gov.uk/retentionschedules)