**Application for a Deferred Payment Plan**

**and Terms of Agreement**

**Please type in all details, save and email the completed document to** [**enquiries@ronecare.co.uk**](mailto:enquiries@ronecare.co.uk)**. We can only accept completed forms.**

**Agreement Between**

**Ronecare Limited**

**and the Client as Detailed Below**

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| --- |
| **Contact name, company name and business address (including postcode):** |
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| **Contact telephone number/s (preferably landline and mobile):** |
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| **Contact email address:** |
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| **Which Sector Are You In?** | **Place an ‘x’ as appropriate (choose one only)** |
| **Domiciliary Care** |  |
| **Supported Living** |  |

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| --- | --- |
| **Which Age Range Do You Support?** | **Place an ‘x’ as appropriate (choose one only)** |
| **Adults (18+)** |  |
| **Young People (13-17)** |  |

**Select the Product You Would Like to Buy:**

| **Product** | **Option** | **Price**  **(VAT included)** | **Mark your selection with ‘x’** | **Cost (inc VAT)** |
| --- | --- | --- | --- | --- |
| **Complete Care**  **Package** | **OPTION 1. I would like to buy the Complete Care Package. I will personalise the material myself.** | **Deposit of £425.47 +**  **11 consecutive monthly payments of £90.23**  **(£30/month in years 2 and beyond)** |  | **1418**  **360** |
|  | **OPTION 2. I would like to buy the Complete Care Package. I would like you to personalise the policies and procedures for me, and give me access to the personalised set, i.e. for download and print.** | **Deposit of £500.12 +**  **11 consecutive monthly payments of £106.08**  **(£48/month in years 2 and beyond)** |  | **1667**  **576** |
|  | **OPTION 3. I would like to buy the Complete Care Package. I would like you to personalise the policies and procedures for me, and to print, bind and post them to me.** | **Deposit of £575.11 +**  **11 consecutive monthly payments of £121.99**  **(£66/month in years 2 and beyond)** |  | **1917**  **792** |
| **Policies**  **and Procedures Package** | **OPTION 1. I would like to buy the Policies and Procedures package only. I will personalise the policies myself.** | **Deposit of £235.08 +**  **11 consecutive monthly payments of £42.72**  **(£30/month in years 2 and beyond)** |  | **705**  **360** |
|  | **OPTION 2. I would like to buy the Policies and Procedures package only. I would like you to personalise the policies and procedures for me, and give me access to the personalised set, i.e. for download and print.** | **Deposit of £286.19 +**  **11 consecutive monthly payments of £60.71**  **(£48/month in years 2 and beyond)** |  | **954**  **576** |
|  | **OPTION 3. I would like to buy the Policies and Procedures package only. I would like you to personalise the policies and procedures for me, and to print, bind and post them to me.** | **Deposit of £401.33 +**  **11 consecutive monthly payments of £72.97**  **(£66/month in years 2 and beyond)** |  | **1204**  **792** |

**Do you also need a Secure Staff Login? All of our products include Manager Access to the editable versions of the policies and procedures. If you would like an additional login for your staff to access locked PDF copies of the policies and procedures, please select below.**

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| --- | --- |
| **Additional Secure Staff Login** | **Place an ‘x’ to select this additional option** |
| **£210.00**  **(one-off fee charged when the deposit is taken)** |  |

| **Which Country Are You Based In?** | **Place an ‘x’ as appropriate**  **(choose one only)** |
| --- | --- |
| **England** |  |
| **Scotland** |  |
| **Wales** |  |

**What Happens Next?**

**Option 1. After processing the first payment we will contact you via email with your log-in details and instructions on how to access the files.**

**Options 2 and 3. We will do exactly as Option 1, and will also contact you regarding the completion of a questionnaire, which we will need completed in order that we may personalise the policies. When we have finished the personalisation process, then the files will be uploaded to your personal space on the Ronecare website.**

**Option 3 only. We will upload the personalised files to your personal space, and proceed to print them, put them into a folder, and post them to the nominated address.**

**If delivery address is different to the one given above, please specify below.**

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| **Delivery Address for the Printed set of Personalised Policies (only applicable if you are ordering package option 3 including printed policies):** |
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**Payment Details**

**We will collect your deposit payment via a credit or debit car payment and all subsequent monthly payments via Direct Debit from your bank account.**

**Step 1: Deposit via Credit or Debit Card**

**We will call you on the phone number you have provided in this form to take your deposit by card.**

**Step 2: Direct Debit Mandate for Monthly Payments**

**In order to collect payments for the duration of the agreement (and any subsequent period of renewed access), you must complete a Direct Debit mandate via our payment partner, GoCardless.**

**This mandate is a binding agreement and it is your legal obligation to ensure that sufficient funds are available in the nominated account at the date of the deposit and on/around the first day of each subsequent month.**

**To complete the mandate, please have your bank account details to hand and follow the link below to access the mandate form:**

[**https://xero.gocardless.com/pay/co/GEN2392480752**](https://xero.gocardless.com/pay/co/GEN2392480752)

**We will be immediately notified once you have successfully completed the Direct Debit mandate.**

**If at any time you need to change the payment account details, use the link above to complete a new Direct Debit mandate before we attempt to take the next scheduled payment.**

**Terms of Agreement**

1. **I understand that access to files will be for one year only starting from the date upon which I am first granted access.**
2. **I understand that I will be invited to renew access privileges after one year, which will be granted to me upon the payment of a fee.**
3. **I understand that all access rights to materials provided by Ronecare (the files, folders, guides, forms, etc.) are given to me and to no one else.**
4. **I understand that I have an obligation to protect the confidentiality and integrity of the materials I have access to, and may not pass them on to any third party, or allow any third party to gain access for any purpose.**
5. **I understand that the materials provided by Ronecare are for my use, and my use only and may not be used for resale to any other person or organisation, either in their original or in any amended form.**
6. **I understand that if I default on any payment which is due, and this is not rectified within 21 days of the date the payment was due, then my access to materials will be cancelled and I will become immediately liable for the full balance remaining. The debt will be passed to a Debt Collection Agency, or we may take legal proceedings, whichever we think is appropriate. After the debt is paid in full, access to materials will be restored up to the end of the 12 month period originally envisaged.**

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**I agree to the above (please print or type your name in CAPITALS):**

**By printing/typing your name you accept this has the same legal effect as your signature**

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**Date:**

**Please save when completed and send by email to:**

**enquiries@ronecare.co.uk**

**Upon completion we would normally be in touch within 24 hours, excluding weekends, with your Username and Password (so that you may gain online access to documents) and further instructions if we have been asked to personalise Policies and Procedures for you.**