

CCTM Scheme Payment Methods for Test Labs

How much is the Registration fee?

The registration fee for the CCTM Scheme is £2,000 plus *VAT at the rate of 15%*.

How do I pay?

You should send a purchase order with the descriptor
“CCTM Test Laboratory Registration Fees”

and the recipient of the Purchase Order (PO) should be marked as

CPG-CFA (F2)
Q/3S11
Oakley
GL52 5AJ

The PO should be sent to the correspondence address, by post or email to:

CCTM Secretariat
35 Endell Street
London
WC2H 9BA

secretariat@cctmark.gov.uk

What methods of payment are accepted?

On receipt of your PO, CESG will send an invoice to you, payable within 28 days, with your PO reference number, CESG sort code, CESG account number and information about different methods of payment.

The preferred method of payment is to pay by Bank Credit. Should you be unable to make a payment by bank credit, please advise us.

How long does the registration last?

It is valid for one year and the period of the registration will be stated in the Test Laboratory Agreement signed by you and CESG to confirm the appointment. You will need to re-submit your application a month before your registration expires to continue as a CCTM Test Laboratory.

1st May 2009
CCTM Secretariat
Telephone: +44(0)20 7240 7220
secretariat@cctmark.gov.uk

[Your Company Logo]

[Your Company Name]

[Your Company Address]
[Your Company Phone Number]
[Your Company Fax Number]
[Your Company Email Address]

[Your Company Registration Number]

PURCHASE ORDER

CCTM SECRETARIAT
EXAMPLE TEMPLATE

RECIPIENT ADDRESS:

CPG-CFA (F2)
Q/3S11
Oakley
GL52 5AJ

CORRESPONDENCE ADDRESS:

CCTM Secretariat
35 Endell Street
London WC2H 9BA

+44 (0)20 7240 7220
secretariat@cctmark.gov.uk

P.O. DATE	P.O. NUMBER	P.O CONTACT (NAME)	TELEPHONE NUMBER	EMAIL ADDRESS

QTY	DESCRIPTION AND PO RECIPIENT	UNIT PRICE	TOTAL
1	CCTM Test Laboratory Registration Fee PO RECIPIENT: CPG-CFA (F2) Q/3S11 Oakley GL52 5AJ	£2,000.00	£ 2,000.00
SUBTOTAL			£ 2,000.00
VAT (15%)			£ 300.00
TOTAL			£ 2,300.00

TEST LABORATORY COMMENTS (If any):

1. TERMS: Net Monthly

Signed By:

Print Name:

Date