



Essex Education Services Subscription Form

Please use this form to select and order the services you require by ticking your chosen packages. Once completed please see overleaf to provide your details and any additional information. If you have any questions please do not hesitate to contact us. Once you are happy with your request please sign and return both sides of the form to us.

Standard	Premier	Premier Plus
----------	---------	--------------

Clerking Agency Subscription	Standard	Premier	Premier Plus
Existing Clerking Agency customers please tick your current package to continue, or select the new required option			

Finance Support	Standard	Premier	Premier Plus
Financial Management Support Subscription			
Premier Plus only: hours required above the initial ten			
Internal Controls Evaluation (ICE) Subscription			

Governor and Clerk Training Subscription	Standard	Premier	Premier Plus

Education HR	Standard	Premier	Premier Plus
For existing HR customers your subscription will continue to be renewed automatically, you need take no further action			

School Library Service	Standard	Premier	Premier Plus
School Library Service Subscription - existing subscribers			
School Library Service Subscription - new subscribers			
Bookbus requirements			
Bookbus visits are included for Premier and Premier Plus subscribers. Please indicate specific dates, days and times which are <u>unsuitable</u>			
OR we will do our own Exchange at the Resource Centre	Yes		No
OR we will require an Assisted Exchange instead of our visits	Yes		No

Target Tracker	Standard	Premier	Premier Plus
Target Tracker - EYFS			
Target Tracker - Primary			
SSET			
GSET			
Target Tracker - Test Analysis Suite (TAS)			
Key Skills			
For existing TT customers your subscription will continue to be renewed automatically, you need take no further action			

Pay As You Go (PAYG)	Standard	Premier	Premier Plus
Governor and Clerk Training Subscription as PAYG	Yes		
Primary Education Consultancy Subject Subscriptions	English		Maths
Review of Governance	Yes		

Essex Education Services
 Email: EES@essex.gov.uk
 Tel: 0845 200 8600
 Fax: 0872 113 5220



Please complete your details

School name												
School address												
Post code												
Telephone (incl. dialling code)												
Email												
IMPORTANT - phase and type of school (please circle all which apply)	Nursery/EY	Inf	Jun	Sec	Post 16	Special	PRU/CSS	Middle				
	Community	VC	Foundation	VA	Academy	Free						
Name of Local Authority												
DfE number												
Number of pupils on roll												
We are a cheque book holding school and require an invoice	Please tick if 'yes'.											
Budget code for journal transfer (eg: 1234 ABCD 1234)												

By signing this document I hereby agree to the Subscription Service Level Descriptor(s), the Subscription Terms and Conditions and any specific software licence Terms and Conditions. I also confirm payment by the selected method and understand subscriptions are now on a rolling contract and will continue from year to year until terminated as per the enclosed Subscription Terms and Conditions.

Headteacher/Principal name												
Headteacher/Principal signature												
Date												

Please provide relevant direct contacts for CoG, Finance and Library staff etc.												
---	--	--	--	--	--	--	--	--	--	--	--	--

Please return both sides of your completed form to us via:
Email: EES@essex.gov.uk
Fax: 0872 113 5220
Post: Essex Education Services,
 Essex County Council, Market Road,
 Chelmsford, Essex CM1 1QH

Additional information / comments / questions:
