|  |  |  |
| --- | --- | --- |
| **Question** | **Response** | |
| **Company/School Name** |  | |
| **Company/School Address** |  | |
| **No of Employees** | **As at last school workforce census** | **Current** |
|  |  |  |

|  |  |
| --- | --- |
| **Question** | **Response** |
| Key Billing Contact |  |
| Other Billing Contact (if applicable) |  |
| **Key Contact (School)** |  |

**Superusers (Usually HR Contacts)**

Please note, this group will initially be set up to see “all” referral submissions. Permissions can be fine-tuned, if required, immediately after launch.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Date of Birth or a memorable date | Mobile Phone Number | Division/School Name | Email Address |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Departments/Divisions**

The system has the capability to have two levels of company structure – known as divisions and departments. A couple of examples are:

|  |  |
| --- | --- |
| Department | Division |
| Operations |  |
| HR |  |
| Field Service |  |

Or

|  |  |
| --- | --- |
| Department | Division |
| Operations | Team 1  Team 2  Team 3 |
| HR | Team 1  Team 2 |
| Field Service | Team 1  Team 2  Team 3 |

Please populate the table below with your preferred reporting structure or if easier, you are welcome to attached and send an Excel sheet with the same information. (add more rows if required).

|  |  |
| --- | --- |
| Department | Division |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**For Internal Use Only**

**‘Services and Pricing’**

|  |  |
| --- | --- |
| **Service** | **Pricing** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Special Instructions** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |