USP Access Variation Form

This form should be used by Access Letter Contract holders to submit requests to vary the Access Letters Contract. Sections 1 to 3 of the form must be completed. Please fill in a separate request form for each new contract variation request. We strongly recommend that you contact us via your Account Director, prior to the submission of your form to discuss the change request.

Upon submission of the form, we will assess the complexity of the request and, unless we agree an extended timeframe with you, endeavour to provide you with a response within the following indicative timeframes dependent on the complexity:

* Low: by 4 weeks
* Medium: by 6 weeks
* High: by 8 weeks

We will let you know the applicable timescale within 5 working days of receiving your request.

|  |  |  |
| --- | --- | --- |
| 1. Customer Details | | |
| Please provide contact details for one or more employees within your organisation who will be point of contact for the request. | | |
| Name |  | |
| Job Title |  | |
| **Company** |  | |
| **Contact Details** | Telephone No |  |
|  | **Mobile** |  |
|  | **Email** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Elements of the Access Letters Contract affected by the request** | | | |
| Please identify the sections or clauses in the Access Letters Contract, Schedule and/or User Guide which the variation will impact/change. | | | |
| **Elements** | **Main Body of the Contract** | **Schedules** | **User Guide** |
| **Section / Clause Number(s)** | (e.g. Clause 2 of the General Terms and Conditions) | (e.g. Royal Mail Mailmark, Clause 5) | (e.g. Section 6.3 – Sortation) |

|  |  |
| --- | --- |
| Change Request | |
| **Change request / Description of change** | Please provide a full description of the variation request. |
| **Reason for the request / Background** | Please provide some context or rationale for the variation being requested e.g. an explanation of the opportunity you have identified. |

|  |  |
| --- | --- |
| **Current specification** | **Requested specification** |
| Please outline the current specification which you would like to vary. | Please provide full details of the proposed specification which you would like to take effect as a result of the variation. |

# Royal Mail Contract Variation Request Assessment (To be completed by RMW)

|  |  |  |  |
| --- | --- | --- | --- |
| Royal Mail Contact Details. | | | |
| Date Received |  | | | |
| **By** |  | | | |
| **Job Title** |  | | | |
| **Stakeholder Analysis Completed** | YES/NO | Date Completed |  | |

|  |  |
| --- | --- |
| Agreed extension to timeframe for handling this request (if applicable) | |
| By Royal Mail |  | |
| By requestor |  | |
| Extension agreed |  | |
| Date agreed |  | |

|  |
| --- |
| Royal Mail response to the change request |

|  |  |
| --- | --- |
|  | Tick as applicable |
| Change accepted by Royal Mail |  |
| Change accepted with amendments by Royal Mail |  |
| Change accepted in principle by Royal Mail but subject to outcome of further steps |  |
| Change rejected by Royal Mail |  |

|  |  |
| --- | --- |
| Reasons / Further details | Include reasons or further details e.g. if further steps are required, what are the further steps and what is the timetable for implementation of the further steps OR if Royal Mail has rejected the request provide reasons for rejection |

|  |  |
| --- | --- |
| By | Tim Cable |
| Job Title | Wholesale Products Director |
| Signature |  |
| Date |  |

|  |
| --- |
| **Elements of the Agreement amended** |

|  |
| --- |
| Main Body of the Agreement |

|  |  |
| --- | --- |
| **Version No:** |  |
| **Section No:** |  |
| **Revised Wording:** |  |

|  |  |
| --- | --- |
| **Date amended to reflect changes** |  |
| **Date published on Royal Mail website** |  |

|  |
| --- |
| Schedules |

|  |  |
| --- | --- |
| **Version No:** |  |
| **Section No:** |  |
| **Revised Wording:** |  |

|  |  |
| --- | --- |
| Date amended to reflect changes |  |
| **Date published on Royal Mail website** |  |

|  |
| --- |
| User Guide |

|  |  |  |
| --- | --- | --- |
| **Version No:** |  | |
| **Section No:** |  | |
| **Revised Wording:** |  | |
| Date amended to reflect changes | |  |
| **Date published on Royal Mail website** | |  |