

Office opening or closure



TDS membership number

A charge of £12.50 +VAT is made for each form entered on your behalf. The data will not be entered on the tenancy database until payment has been made.

Make cheques payable to: The Dispute Service Ltd

On behalf of the company below, I wish to inform you that we are opening/closing the offices detailed below.

Company/Firm		Contact name
Head Office address <i>(please type address on one line)</i>		Postcode
Contact address if not at Head Office <i>(please type address on one line)</i>		Postcode
Phone	Email	Fax

The offices we are opening/closing are as follows:

Office name <i>(if relevant)</i>	Address	Postcode	Status <i>(tick as applicable)</i>
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
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			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed
			<input type="checkbox"/> Opening <input type="checkbox"/> Closed

Title (Mr, Mrs, Ms, Dr)	Name	Position
Signed		
Day	Month	Year