

## Registering as a Service Provider

We have pleasure in sending you information about registering as an AIS Service Provider.

AIS members with a combined workforce carry out over 65% of the UK's commercial interior fit out, refurbishment and retrofit sector.

AIS is the trade association for specialist contractors and suppliers involved in the commercial interior fit-out sector and by registering as an AIS Service Provider allows your organisation to have a listing on the AIS website, and to promote yourselves

- to over 350 specialist contractor members involved in interior fit-out work and
- to over 70 supplier members supplying and distributing interior fit-out products.

The annual Service Provider registration fee for the period from 1 January to 31 December will be £500+ VAT. If you register part way through the year (from 01 February to 30 September) the registration fee will be calculated on a pro-rata basis until the year end. If you register after 30 September the registration fee will be for 15 months from 01 October – ie £625 + VAT.

## Service Provider Benefits and Services

- Members details for promotional activities – FOC upon enrolment – value £175 + VAT
- Promotional advertising in Interiors Focus and Interiors Insight at a discounted rate
- Editorial opportunities in Interiors Insight, including article writing
- Attend members meeting if appropriate to the meeting theme (excludes AGM & EGM)
- A listing with your company logo under the appropriate Service Provider logo on the AIS website.
- Free copies of Interiors Focus (biannual) and Interiors Insight (quarterly)
- Attending the Annual Conference and the President's Lunch at the standard rate
- Advisory Service at AIS rate
- Credit Insurance at AIS rates
- Advertise own job vacancies in JobSpot on the AIS website at the standard rate
- Legislation and Technical updates
- Site Guides at standard rates
- Attend AIS or NISTG Training Courses at NISTG rates

When registering please complete the attached form and post/fax it to the above address and please email your company logo to [serviceprovider@ais-interiors.org.uk](mailto:serviceprovider@ais-interiors.org.uk)



**Business Management  
and Insurance**



**Consultancy and Legal**



**Employment**



**Environmental**



**Health and Safety**



**Marketing**



**Technical**



**Training**

**SERVICE PROVIDER REGISTRATION FORM**

Company: .....

Address:.....

.....

Tel:..... Mobile: ..... Fax:.....

Email:..... Website:.....

Description of the company's services offered - approximately 100 words:

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**Please confirm the following:**

- The company agrees to pay its registration fees on time and in accordance with AIS payment terms. We understand that if registration fees are not paid on time the company will be removed from the list of Service Providers until such time as they are fully paid.
- The company agrees not to use the AIS logo or the text Association of Interior Specialists on paper or web based media unless approved in writing by the Association of Interior Specialists.
- We confirm we wish our company details to appear in the list of Service Providers appearing on the AIS website. We understand that this does not mean our company is an AIS member or that AIS in any way endorses or recommends the services we provide.

**Payment Method:**  
 Please indicate below how you will be paying your registration fee. Please note that registration is not complete until payment has been received.

*(Note: Unless paying by Direct Debit or BACS payment your cheque made payable to Association of Interior Specialists Ltd should be enclosed with this registration form)*

- By cheque (our cheque is enclosed for £.....) – refer to relevant subscription information for amount.
- By annual Direct Debit (our completed Direct Debit is enclosed)
- BACS : Our payment of £ \_\_\_\_\_ has been made on \_\_\_\_\_

**To: Barclays Bank plc: Account name: Association of Interior Specialists**  
**Account number: 60657425 Sort code: 20 77 62**

Signature:.....

Date:.....

Name (Block Capitals).....

Position: .....

# Instruction to your Bank or Building Society

Please fill in the

**Association of Interior Specialists Ltd  
Olton Bridge  
245 Warwick Road  
Solihull  
West Midlands B92 7AH**

Originator's Identification Number

4	0	7	2	1	2
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Name(s) of Account Holder(s)

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Reference Number

A	I	S	0	0				
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Bank/Building Society Account Number

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Branch Sort Code

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### Instruction to your Bank or Building Society

Please pay the Association of Interior Specialists Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Association of Interior Specialists Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address


Signature(s)


Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts



This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee



- ◆ This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- ◆ If the amounts to be paid or the payment dates change the Association of Interior Specialists Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by the Association of Interior Specialists Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ◆ You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## SERVICE PROVIDER – PRO RATA

If you register part way through the year (from 01 February to 30 September) the registration fee will be calculated on a pro-rata basis (see table below) until the year end.

	<b>Registration Amount</b>	<b>Amount + VAT</b>
January	£500.00	£600.00
February	£458.33	£550.00
March	£416.67	£500.00
April	£375.00	£450.00
May	£333.33	£400.00
June	£291.66	£350.00
July	£250.00	£300.00
August	£208.33	£250.00
September	£166.66	£200.00

If you register after 30 September the registration fee will be from

01 October for	15 months	ie £625.00 + 20%VAT = £750.00
01 November for	14 months	ie £583.33 + 20%VAT = £700.00
01 December for	13 months	ie £541.66 + 20%VAT = £650.00