

Ancillary Services

Change of Contact Form

Please complete the form on company headed paper. The form must be authorised by a manager known to your National Grid account manager and supplied at least 5 working days prior to the Invoice Issue Date to the following email address; settlement.queries@nationalgrid.com.

Recipient of Invoice and Statement	
Contact Details	Note: We can only send Statement out to 1 postal address
Effective Date:	
Company Name:	
Company Code:	
Contact Name:	
Address:	
Post Code:	
Telephone Number 1:	
Telephone Number 2:	

Recipients of Electronic Backing Data			
Please provide contact email addresses and indicate if the address is to Add or Remove from the current Email Distribution List			
	Contact Name:	Email:	ADD or REMOVE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Authorisation:

Print Name:	
Signed:	
Position:	
Date:	