**Please complete and send with purchase order to:**

APPOINTMENTS@POSTURITE.CO.UK for Ergonomic Services.

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **REQUESTOR NAME** |  |
| **TELELEPHONE** |  |
| **EMAIL** *(Where report is to be sent)* |  |
| **PURCHASE ORDER NUMBER** |  |
| **INVOICE ADDRESS WITH POSTCODE** |
|  |

|  |
| --- |
| **DETAILS OF PERSON TO BE ASSESSED / TRAINED** |
| **NAME** |  |
| **JOB TITLE** |  |
| **TELELEPHONE** |  |
| **EMAIL**  |  |
| **WORKING HOURS / AVAILABILITY** |  |
| **ASSESSMENT ADDRESS WITH POSTCODE**  |
|  |
| **LINE MANAGER NAME** |  |
| **TELEPHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **OTHER RELEVANT INFORMATION** *(e.g. Parking instructions on site)* |
|  |
| **Please state the reason for assessment and confirm that the person is aware that this assessment has been requested:** |
|  |
| **If there is any additional information which will be of benefit to the assessor prior to the assessment please specify here:** |
|  |

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT TYPE** | **PRICE** | **PLEASE TICK** |
| **Ergonomic Services** |  |  |
| **DSE TELEPHONE CONSULTATION (WC115)**Our trained DSE assessors are able to carry out problem-solving consultation over the phone. Based on photographs, measurements collected by the user and information given during the telephone call, the assessor will be able to make product and positioning recommendations to help solve the user’s issues. | **£Complimentary Ex VAT**  |  |
| **DSE WORKSTATION ASSESSMENT - LEVEL 1 (WC201) -Face to Face** Our fastest, simplest workstation assessment will identify set-up problems to help improve the comfort of users with musculoskeletal complaints. | **£75.00 EX VAT**  |  |
| **DSE WORKSTATION ASSESSMENT - LEVEL 2 (WC202)-Face to Face** In – Depth workstation assessment by Posturite assessor and provide information and recommendations to help improve the comfort of users with musculoskeletal issues. | £95.00 Ex VAT |  |
| DSE COMPLIANT ASSESSMENT (WC75)A fully compliant DSE assessment as required by the DSE regulations, undertaken by a Posturite employee trained in DSE assessments. Following the assessment, a completed DSE assessment form highlighting any areas of concern and providing recommendations will be submitted. | £125.00 Ex VAT |  |
| Specialist DSE Relevant Assessment (WC51)Undertaken by either a medical professional with in-depth knowledge of musculoskeletal issues and ergonomics training, or a qualified Ergonomist with specialist knowledge in workstation issues. This level of assessment would be requested for more severe cases requiring more detail and addressing any stated workstation questions. The resulting report will describe the workstation and identify any changes that could be made to assist the user at their workstation. | **£350.00 Ex VAT** |  |
| **INVOLVED SPECIALIST DSE ASSESSMENT (WC53)**Undertaken by either a medical professional with an in-depth knowledge of musculoskeletal issues and ergonomics training, or a qualified Ergonomist with specialist knowledge in workstation issues. This grade of assessment would be needed for DSE workstation related issues where the individual’s issues are more complex, where meetings with Line Managers and/or HR staff may be required to support the assessment. | **£450.00 Ex VAT** |  |

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**Please note:**

* **No work can be booked or undertaken without an official purchase order number**
* **If you wish to cancel, Posturite Ltd reserves the right to make the following charges:-**
	+ **Within 7 working days - 50 % of the invoice value**
	+ **Within 2 working days - full invoice value**