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Membership Pack

Unit 1

Orkney Auction Mart

Hatston Industrial Estate

Kirkwall

Orkney

KW15 1FL

Tel: 01856 879080

Fax: 01856 879081

Email: info@orkneybusinessring.co.uk

Website: [www.orkneybusinessring.co.uk](http://www.orkneybusinessring.co.uk)

**ORKNEY BUSINESS RING LTD**

**Explanatory Notes**

1 Orkney Business Ring (OBR) is a member owned business industrial and provident society, working as a machinery ring, for the mutual benefit of its members.

2 OBR does not own any machinery itself, but employs staff whom act as agents to match up member’s needs (demander) with a service available from another member (supplier). It is clear that the more equipment services and people able to supply the service, the easier the task of matching up demands with the supply.

3 The demander telephones OBR and tells them the services required, when it is required and if there is a preference for who undertakes the work. OBR have all the necessary information on file to quickly identify members who have the desired service in a reasonable proximity to the Demander. If no preference has been expressed as to whom will do the work, the nearest Supplier will be tried: if they are not available or connectable, the next nearest Supplier will be tried and so on until a Supplier can be found to do the job.

4 Costs

 First Year Subsequent Years

 Share Capital £ 75.00

 Subscription for First Year £ 50.00 Subscription £100.00

 Vat on Subscription £ 10.00 VAT @ 20% £ 20.00

 Total £135.00 £120.00

 When you join the Business Ring you will be issued with a Share Certificate. This should be surrendered if you end your membership – note no refund of shares will be paid unless certificate is returned.

5 Payment system

All members are issued with an annual price guide. The prices printed are not fixed, but are fair prices for an average job and are generally adhered to. Any alteration in the price must be agreed before work commences.

On completion of a job, the Supplier fills in a work sheet - both Demander and Supplier receive a copy, with a third copy being sent to the Ring Office. Orkney Business Ring charges a 2% levy as their commission on each completed job.

**Payment from the Demander** is by direct debit 14 days from date of invoice (or sooner if by previous agreement). A charge of £25 will be applied to any unpaid direct debits

**Payment to the Supplier** is by credit transfer 28 days from date of invoice. Payment can be deferred by mutual agreement.

**Board of Directors and Staff**

|  |  |
| --- | --- |
| BOARD MEMBERS | STAFF MEMBERS |
| Lee Coghill | Chairman | Susan Cruickshank  | Manager  |
| Dawn Flett  | Director  | Ellis Kerr  | Training and Administrative Assistant  |
| Keith Eunson  | Director  |  |  |
| Stewart Spence  | Director  |  |  |
| Magnus Tait | Director  |  |  |
| Sandy Linklater | Director  |  |  |
| Eoin Muir | Director  |  |  |
| Keith Foubister  | Director |  |  |
| Richard Wylie  | Director  |  |  |

**APPLICATION FORM**

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| --- | --- |
| **Name:**  |   |
| **Business Name (if different from above):** |   |
| **Address:** |  |
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| **Phone Number:**  |   |
| **Mobile:**  |   |
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| **Email:** |

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| **Contact Name:**  |   |
| **Alternative Contact Name:**  |   |
|  |  |  |  |  |
| **VAT Number:**  |   |
| **Company Registration Number:** |   |

***We encourage all members to receive invoices by email, this helps us to keep costs low. If you would prefer not to receive your invoices by email please tick here***

Fuel cards

Along with your membership you are entitled to a fuel card that can be used at Ayre Mills Filing Station. This gives you a saving of up to 4p per litre on diesel.

If you wish to order fuel cards for use at Ayre Mills Filing Station, please let us know what name you would like on your card(s). This can be a name or a vehicle registration. You are not restricted in the number of cards you order.

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I agree to be bound by the rules of the Ring and understand that the Ring acts as an agent only and not as a principle in organising contracts between members.

**Signature Date**

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| **Your Available Services**  |
| **SERVICE**  | **TYPE** | **NUMBER** | **COMMENTS** |  |
|  (*example*) Trailer  | Marshall, 10 Tonne | 2 |  Silage Sides  |  |
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Please take a moment to fill in your services that would be available to other members.