

REDDITCH BOROUGH COUNCIL**REQUEST FOR STATIONERY****Councillor:** _____

Every Councillor at Redditch Borough Council is provided with IT equipment to support them in carrying out their duties. This is intended as the main way to make contact by e-mail between elected Members, Council employees and local residents.

Mobile Phones are available for use for Council business. Councillors may also claim up to £100 per year towards Broadband costs and there is a separate form for this. Only one claim per household can be made each year.

Stationery/ Equipment required	Please tick to show which facilities you require	Quantity – please indicate the quantity required	Date supplied
Letterheads - Standard (i.e. standard RBC headed paper, not personalised)			
Letterheads - personalised (i.e. personalised to include the contact details and form of address specified by you)			
Business cards (personalised to include the contact details and form of address specified by you – maximum 250 business cards per order)			
Mobile phone			

Please pass form to Democratic Services or email to democratic@bromsgroveandredditch.gov.uk