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| --- | --- | --- | --- |
| **Version** | **Date Created** | **Description of Change** | **Date Approved** |
| 0.1 | 30/03/17 | First Draft | 30/03/17 |
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**Purpose**

* As part of our commitment to delivering our service to retailers, we’ve set up a ‘chaser’ process. This allows you to send a request for an update five days prior to the SLA due date as defined by the market code

**Who Should Complete this Form?**

* Business Retailers only

**Next Steps**

* Once complete, Business Retailers should send this Chase request form to the following mailbox wholesaleservicedesk@uuplc.co.uk

**1. Retailers Details**

|  |  |
| --- | --- |
| **Retailer Name** |       |
| **Retailer ID** |       |
| **Retailers Own Reference**  |       |
| **Contact Name** |       |
| **Contact Number** |       |
| **Contact E-mail** |       |

**2. Eligible Premises Details (if applicable)**

|  |  |
| --- | --- |
| **United Utilities Case id** |  |
| **SPID** |  |
| **Original request type** |  |
| **Date originally submitted** |  |
| **Original response due date** |  |

**3. Additional Comments**

|  |  |
| --- | --- |
| **Comments** |       |