

# Application to become a BSA retailer member

**Please complete the following details:**

**1. Contact details:**

Please provide a main contact point to which all general information concerning the Association and membership should be addressed:

Contact Name: .....  
Job Title:.....  
Company Name: .....  
Address: .....  
.....  
.....

Post Code: .....  
Tel. No .....  
Fax No .....  
Email address(your unique user code will be sent to this address):.....  
Web site address:.....

**2. Other Contact Details**

In order that we may send appropriate information to the right people, please give the names of the following contacts:

Managing director: .....  
Technical director/manager:.....  
Marketing director/manager.....

**3. About Your Business:**

How long has your business been trading? ..... years/months

Does the business trade as (*please tick as appropriate*):

- Sole Trader  Partnership
- Limited Liability Company  PLC

If the business is a subsidiary of another business, please give name of parent business:

**4. Audit Dates/Questionnaire:**

It is a requirement of membership that the Association's auditor is satisfied that your business meets the standards set down by the Association. In the case of multiple membership this will require a visit to a random selection of your outlets (A report will be sent to you on our findings). Please state who should be contacted to arrange for this?

Contact Name: .....  
Tel. Number: .....  
When is a good time to call? .....

**5. References:**

The Association requires two trade references with every retail membership application. Ideally these should be from existing members of the Association. These may not necessarily be taken up if the Secretariat is already aware of the business applying:

*Reference 1:*

Contact Name: .....  
Company Name: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel. No .....  
Fax No.....

*Reference 2:*

Contact Name: .....  
Company Name: .....  
Address: .....  
.....  
.....  
Post Code: .....  
Tel. No .....  
Fax No.....

**6. Payment:**

This application should be accompanied by the appropriate subscription fees. Payments can be made by cheque or credit-card and made payable to **The British Sandwich Association**. If you wish to pay by credit-card please enter your details below:

Card Type:   
Card No:   
Valid From:  Expiry date:   
Last 3 digits on reverse:     
Name on card: .....  
Postcode:.....House no:.....  
Signed:.....  
Date: .....

Please send this form to: **BSA, Association House, 18C Moor Street, Chepstow NP16 5DB (Fax: 01291 630402)**

**MEMBERSHIP PRICES**

**Retail Membership:** £35 + VAT for the first shop plus £35 + VAT for each additional shop up to a maximum of £2000 + VAT.

**Gold Retail:** can be obtained if you have an audit by us. An audit/consultancy visit will cost+ £650 for Audit plus VAT plus travel costs, if more than £150.

**RETAILER MEMBERSHIP BENEFITS**

**Retail Membership:**

- Once you pass the audit questionnaire, you gain the right to display the BSA logo on your premises, literature etc – you will also receive a Certificate of Membership plus a member window sticker.
- Access to the BSA’s on-line information service using a special PIN number as well as access to the BSA technical manager for telephone advice when needed;
- Listing for your business (and endorsement) of your business in the consumer pages of the Sandwiches-on-Line web site at [www.sandwichesonline.org.uk](http://www.sandwichesonline.org.uk)
- Receive copies of minutes from Management Committee meetings and regular e-bulletin newsletters to keep you up to date with what’s going on in the Association and around the industry;
- Receive invitations to the exhibitions and other events;
- A year’s subscription to International Sandwich & Snack News and free copy of its annual directory;
- The option to take up the BSA credit card service at preferential rates (currently 1.65% for credit card payments regardless of turnover). This service includes the new contact-less card system that is currently rolling out across the UK and which will be vital for sandwich Bars and coffee shops in the future;

- Discounts of up to 40% on advertising when placed through Headspace media buying agency – this applies to local newspapers as well as national newspapers, radio and TV;
- Access to a 7.5% discount on electrical testing (regular testing is a legal requirement);

**Gold Retail:**

- Technical audit by the BSA’s Technical Manager;
- During this independant audit you will be given advice and help, where appropriate;
- A special Gold Certificate and Window Sticker for each store, provided you have the audit.
- Opportunities to promote your business in local media when the Association is undertaking publicity, such as during British Sandwich Week. Priority is given to supporting Gold Member outlets;
- Automatic entry into the Annual British Sandwich Industry Awards.

The Association may, from time-to-time give your contact details to suppliers of benefits or offers but will only do so on a limited basis and will only give limited details to key suppliers that it knows and who are offering a direct benefit to members. Lists are never sold by the Association commercially. If you do not want to receive this information, or details of benefit offers, please tick this box