

## Part 1 - Code of Practice for Domestic and Small Business Customers

### Introduction to our Company and Service

Business Telco is an independent company that delivers communications services to domestic and small business customers. While we may not provide all the component parts of our services ourselves, we do take responsibility for the services delivered to you. So, we will liaise with our suppliers to ensure that any problems with their services are resolved promptly.

### Purpose of this Code of Practice

This code informs you about our products, services, customer-care policies and where to find information about our charges and terms and conditions. This Code of Practice is published on our website [www.businessstelco.co.uk](http://www.businessstelco.co.uk) Additional copies are available on request and free of charge to any domestic and small business customer. It is also available in alternative formats, **please contact us if these are required**

### How to Contact Us

Please contact our Customer Service Team using one of the following:

By Phone: 0333 577 3007

Opening Hours [9am until 5pm Monday-Friday](#)

By Email: [service@businessstelco.co.uk](mailto:service@businessstelco.co.uk)

By Letter: PO Box 10803, Grantham, Lincs, NG31 0JR

Or via our website: [businessstelco.co.uk](http://businessstelco.co.uk)

Our registered office address is PO Box 10803, Grantham, Lincs, NG31 0JR

### Our Commitment to You

We are committed to giving you the highest quality of customer service. When we purchase our services from wholesale providers, we choose these providers carefully to ensure that you get a high-quality service. We make every reasonable effort to supply services that satisfy your requirements. We work to all relevant laws and regulations.

### Our Products and Services

- [Landline telephones](#)
- [Landline calls](#)
- [WLR – Wholesale Line Rental](#)
- [Broadband access](#)
- [VoIP & IP telephony services](#)
- [Non-geographic numbers](#)
- [Mobile telephone and data services](#)
- [Equipment and maintenance service](#)

For more details on any of our products and services, or to place an order immediately, please contact our Customer Service Team on 0333 577 300

### Marketing

We work to the principles in the British Code of Advertising, Sales Promotion and Direct Marketing, which are set out on the website [www.cap.org.uk](http://www.cap.org.uk).

### Terms and Conditions

When you subscribe to a service from Business Telco, we will send you our Standard Terms and Conditions and ask you to sign a contract, if applicable. If you have any questions, please phone our Customer Service Team on 0333 577 3007. We may conduct a credit check as part of our assessment procedures.

Where applicable the minimum contract term for our services will be 12/24 months, we aim to provide services within three working days of your original request, subject to the availability and installation of any equipment and, where appropriate, lines to your premises. If we need to conduct a survey of your premises or lay additional cabling, we will inform you of the revised timescales as soon as we can.

### **Cancellation**

If you decide to cancel your order or agreement before we have provided the services, you may do so without charge within ten working days of your order being placed. For cancellations after ten working days, we will charge you an administration fee as set out in your contract. If you wish to terminate your contract within the minimum term of 12/24 months, please call our Customer Service Helpdesk on 0333 577 3007. We will charge you a fee as set out in your contract. After the minimum term you can cancel any service by calling our Customer Service Helpdesk on 0333 577 3007, giving us 1 months' notice.

### **Faults and Repairs**

Please call our Service Team on 0333 577 3007 if you experience a fault with any of our services.

We do not set any operational service levels in respect of:

- activation of a new service
- restoration following loss of service
- keeping a pre-agreed engineer appointment

### **Compensation and Refund Policy**

We do not offer compensation payments in any circumstances for failure to meet the service levels listed above.

### **Price Lists**

Our pricing structure is available from our Customer Service Team on 0333 577 3007 and via our website [businesstelco.co.uk](http://businesstelco.co.uk) We will write to you in advance if we change the pricing structure on your products and services.

### **Billing**

We will bill you monthly.

You can choose to pay us via a range of options including bank transfer or direct debit. These are agreed at the start of your contract. If you wish to change your method of payment at any time, please call our Customer Service Team.

We provide itemised bills as part of our service to you.

If you have difficulty paying your bill, please contact us on 0333 577 3007 and we will try to arrange a different method of payment. We will do all we can to help our residential and small business customers to manage their bills and avoid disconnection. In any event, you will be given **48 hours' notice** of any decision to disconnect your services.

### **Moving Home or Office**

Please call our Customer Service Team on 0333 577 3007 no later than 21 days before your move date. We will amend your account and billing requirements, as necessary. We will endeavour to offer you the same telephone number to minimise disruption but please note that for geographic numbers, this is not always possible.

### **Number Porting**

Business Telco Ltd recognise that keeping your existing telephone numbers may be important to you. If you move your business to us and wish to keep the number that you have with your old provider, we will help you arrange it if you ask us. We will work with you to ensure that the services are switched over at a convenient and appropriate time. For more information, please call our Customer Service Team on 0333 577 3007.

If we fail to allow you to move your number away from us, we will pay you compensation at a rate of 1/365<sup>th</sup> cost of a number per day of delay.

**Complaints**

We make every effort to ensure that our customers are happy with the level of service, and the products and service they receive from us. However, despite our best efforts, things can go wrong. We take customer complaints very seriously and aim to resolve them quickly and efficiently.

Our Code of Practice on Complaint Handling and Dispute Resolution explains how customers can complain. The code also provides information on how we deal with complaints and your right to take unresolved complaints to Alternative Dispute Resolution. You can find a copy of our Complaints Code here [businessstelco.co.uk](https://www.businessstelco.co.uk). Alternatively, copies are available free of charge and on request from our Customer Service Team on 0333 577 3007.

**Services for People with Special Needs**

We are committed to helping all our customers to communicate easily. We offer the following additional services on request for customers who are vulnerable or who may have a disability:

- Priority access to the Customer Service Team
- Priority fault repair and assistance
- Copies of bills, contracts, and this Code in an accessible format

**Data Protection**

We comply fully with our obligations under the Data Protection Act 2018.

## **Part 2 - Code of Practice for Calls to Premium Rate Service, Unbundled Tariff and Personal Numbers**

### **Purpose of this Code of Practice**

**This code informs you, our domestic and small business customers, about our policies on providing information about Premium Rate Service (PRS) calls and on our charging policy for calls to PRS numbers.**

### **Unbundled Tariff Numbers**

Unbundled Tariff Numbers are non-geographic numbers starting with 084, 087, 090, 091, 098, or 118 which are used to provide a range of information and entertainment services and are charged to your telephone bill.

Charges for these services are made up of two parts, a Service Charge and an Access Charge and the total is added to your telephone bill. You will see the Service Charge advertised by the company providing the service alongside the number. Depending on the type of number called, the Service Charge can be up to £3.60 per minute, or £6 per call or per text (including VAT).

The Access Charge is retained by us, your phone company. Our Access Charge for calling Unbundled Tariff numbers is 0.52ppm. Unbundled Tariff numbers in the 084, 087, 090, 091, 098, or 118 ranges are not included in your monthly call minutes allowance.

### **Personal Numbers**

Personal Numbers are numbers starting with 070. Calls to Personal Numbers are charged at the same rate as for mobile numbers. Calls to Personal Numbers are not included in your monthly call minutes allowance.

### **Controlled Premium Rate Services**

Controlled Premium rate services (CPRS) are Unbundled Tariff numbers which can cost 7p per minute or more. UK-based CPRS numbers are normally prefixed by "09" or "118". Numbers starting 087 are also designated as Premium Rate numbers and subject to PRS regulation when they cost 7p per minute or more. Typical services include TV vote lines, mobile ringtone downloads, technical helplines, charity fund-raising and adult entertainment. Calls to 118 services are capped at £3.65 for a 90 second call (including VAT) plus our Access Charge.

If you have a problem with Premium Rate Services, we can help. We can provide advice on checking the telephone number of any PRS charges that appear on your bill and will try to help you identify the premium rate service provider. We can use call barring to restrict access to "09" numbers. Please call our Customer Service Team on 0333 577 3007 for advice on this. We can give you a factsheet on PRS.

You can also ask for help from the Phone-paid Services Authority (PSA) which is the industry-funded regulatory body for Premium Rate Services. PSA operates a Code of Practice that sets out standards for the operation of PRS. You can use the PSA website at [www.psauthority.org.uk](http://www.psauthority.org.uk) to check PRS numbers direct and find contact details for the company in question or to submit a complaint. PSA has the legal powers to require a provider of PRS to amend its service or promotional material (or both) and can also order refunds and impose penalties on service providers for breaches of the PSA Code. For other ways to contact Phone-paid Services Authority, see the "Useful addresses" section below.

If you are unhappy with the help you have received from us on a problem with PRS, please contact Sarah May on 0333 577 3007 or by email [service@businesstelco.co.uk](mailto:service@businesstelco.co.uk) who has responsibility for compliance with our code of practice for PRS. You may also complain using the complaints procedure set out in our complaints code including referring your complaint to Ombudsman Services

### **The Telephone Preference Service**

If you do not want to get sales and marketing calls you have not requested, you can add your details to a list run by the Telephone Preference Service (TPS). If your number is on the list, it is illegal for a company to call you for marketing purposes. You can contact the Telephone Preference Service via [www.tpsonline.org.uk](http://www.tpsonline.org.uk) or by telephoning 0845 070 0707.

## Useful Addresses

### Approved Alternative Dispute Resolution Provider

#### **The Ombudsman Services**

3300 Daresbury Park, Daresbury, Warrington, WA4 4HS

T: 0330 440 1614

E: [enquiry@ombudsman-services.org](mailto:enquiry@ombudsman-services.org)

W: [www.ombudsman-services.org](http://www.ombudsman-services.org)