

**PLEASE COPY AND PASTE THIS LETTER ONTO YOUR TRUSTS LETTER HEAD
AND RETURN TO Nicola.atkinson@supplychain.nhs.uk**

[INSERT DATE]

Dear Supplier

Letter of Authority – NHS Supply Chain

NHS Supply Chain, on behalf of the UK Ophthalmology Alliance (UKOA), specifically **[INSERT TRUST NAME HERE]** in this instance, has been authorised to contact you to seek usage data on all Ophthalmic spend

As such, please can you provide data for all transactions which took place during the period of **1 October 2017 to 30 September 2018** (direct and indirect usage data including one off, call offs and standing orders) in respect of all Ophthalmology products supplied by you to the sites within **[INSERT TRUST NAME]**.

Data being sought should include (please only return data on the attached template):

- Item/product code
- List prices
- Discounts on offer
- Rebates if any
- And carriage charges if applicable

The authority given to NHS Supply Chain will be strictly for the purpose mentioned above, NHS Supply Chain is not authorised to enter into any contracts or agreements on behalf of **[INSERT TRUST]** without the explicit permission of the **[INSERT TRUST]**.

Your assistance in this is greatly appreciated.

Yours faithfully

[INSERT NAME]
[TITLE]

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