



## Contract Submission Email Format

Please use the following format when sending contracts for submission

**To:**

**Subject Line:** Name of Client\_contract\_supplier

### **Body of Email**

- Client Name:
- Rep:
- Supplier:
- LDC:
- Commodity:
- Number of Accounts:
- Start Date:
- Term:
- Contract Price:
- Matrix Price:
- Consultant Fee:
- Annual Usage:
- Deal Size:
- Attached:

\*ALL CONTRACT PAGES MUST BE INCLUDED & IN ORDER.

\*A UTILITY BILL IS REQUIRED FOR EVERY ACCOUNT ON THE CONTRACT.