**Shape

Description automatically generated with medium confidence**

**External Client’s Name and Business Address**

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**Nature of Business**

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*I, the undersigned, being the officially appointed representative of the above Company which has made an agreement to lease space from Edinburgh Napier University hereby acknowledge formal acceptance of a copy of the “Guidance for management of external clients leasing rooms, laboratories or equipment from the University” and confirm that the above Company will comply with the provisions of the guidance.*

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Return to: Edinburgh Napier University Contact (RP)**

**Signatures for all employees working on Edinburgh Napier University Premises:**

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| **Print Name** | **Signature** |
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