

**FACE COVERINGS REQUEST FORM**

The Government continues to hold a strong stock of face masks, including disposable masks which can be used as PPE in certain settings, but which can also be used as face coverings for source control. To support the ongoing reopening of the economy and increasing use of the transport network, we are still able to take advantage of this stock of face coverings.

**How can the face coverings be used?**

These face coverings can be distributed to members of the public (passengers), if they do not have a face covering of their own, and to transport workers. These face coverings should be offered to passengers as a contingency supply only. They should not be passed on to other sectors or sold.

**How many face coverings can you give us?**

The government continues to hold a healthy surplus of these face coverings and we believe we can meet demand. However, this offer is not intended as a continuous supply and this is a time-limited offer as we move forward.

Please use the form below to tell us how many face coverings you would like. Some high-level numbers are provided at the bottom of the form to help you gauge what quantity to order – however, this is indicative only, please use your own judgement and knowledge of your operations to inform your decision.

Please aim to order the full amount you expect to need until30th September 2021 in one delivery. We may be unable to offer additional deliveries at a later date, so you should order to the upper limit of your requirements to ensure you have sufficient stock. This will help us to keep costs to a minimum. If you anticipate needing multiple pallets but do not have sufficient storage space, please get in touch and we will see what can be arranged.

**Please fill out the form below and return it to** **dftppequeries@unipart.com** **and Unipart, on behalf of DHSC, will get back to you within 7 days.**

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| **Organisation name** |   |
| **Description of use of stock** | Please provide a brief description of your organisation, e.g. what type of transport do you operate, how do you propose to distribute the face coverings and dispose of used face coverings etc. |
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| **Total quantity of face coverings requested (see below for guidance)** | Please state TOTAL number of cartons and pallets requested - **see bottom of form for guidance** |
| **Contact 1 name** |   |
| **Contact 1 phone**  |   |
| **Contact 1 email**  |   |
| **Back-up contact 2 name** |   |
| **Back-up contact 2 phone**  |   |
| **Back-up contact 2 email**  |   |
| **Would the face coverings be distributed to one central drop-off point or a number of different drop-off points?** | One central drop-off point | A number of drop-off points |
| **If you are requesting a delivery to ONE CENTRAL drop-off point please provide full delivery details below**  |
| **Delivery address** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **If you are requesting a delivery to MULTIPLE drop-off points please provide full delivery details below** |
| **Delivery address for drop-off point 1** |   |
| **Quantity of stock for drop-off point 1** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 2** |   |
| **Quantity of stock for drop-off point 2** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 3** |   |
| **Quantity of stock for drop-off point 3** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 4** |   |
| **Quantity of stock for drop-off point 4** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 5** |   |
| **Quantity of stock for drop-off point 5** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 6** |   |
| **Quantity of stock for drop-off point 6** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 7** |   |
| **Quantity of stock for drop-off point 7** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 8** |   |
| **Quantity of stock for drop-off point 8** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 9** |   |
| **Quantity of stock for drop-off point 9** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Delivery address for drop-off point 10** |   |
| **Quantity of stock for drop-off point 10** |   |
| **Additional delivery details for driver (e.g. gate, loading bay instructions)** |   |
| **Any additional notes, explanations or comments** |   |

If you require delivery to more than 10 different drop-off points please get in touch with Unipart at **dftppequeries@unipart.com**

**Guidance on quantities**

Face coverings are distributed in cartons and pallets.

* 1 carton = around 2000 face coverings (split into smaller boxes each containing around 50 coverings).
A carton is a medium sized container which could be carried by one person
* 1 pallet = around 20 cartons (roughly 40,000 face coverings).
A pallet is a large box with the dimensions 1.2m by 1.2m by 1.8m. Pallets can be easily broken down by hand on site into their constituent cartons

Smaller deliveries of up to 3 cartons (around 6000 face coverings) can be sent out via Royal Mail. If a larger delivery is required, at least one full pallet must be delivered. We can also deliver multiple pallets to one location where demand is high.

***\*\*\*The quantity recommendations below are indicative only – please use your own judgement based on knowledge of your operation\*\*\****

For transport hubs such as train stations or coach stations, please consider the following quantity recommendations:

* For a location with 0-1,000 visitors per day: 3 cartons (~6,000 face coverings)
* For a location with 1,000-5,000 visitors per day: 1 pallet (~40,000 face coverings)
* For a location with 5,000-10,000 visitors per day: 2 pallets (~80,000 face coverings)
* For a location with 10,000-20,000 visitors per day: 4 pallets (~160,000 face coverings)
* For a location with 20,000-30,000 visitors per day: 6 pallets (~240,000 face coverings)
* For a location with 30,000-40,000 visitors per day: 7 pallets (~280,000 face coverings)
* For a location with more than 40,000 visitors per day: 9 pallets (~360,000 face coverings)

For smaller operators, such as individual taxis, please use 0-1 cartons per operator (i.e. driver). Cartons can be broken down into smaller boxes of approx. 50 face masks, but DHSC cannot deliver smaller quantities than full cartons