**Long Service Award Claim Form**

Please complete the following details and email your form to HR.LongServiceAwards@lancashire.gov.uk.

Alternatively you can mail it to:

Legal and Democratic Services, PO Box 78, County Hall, Preston. PR1 8XJ.

If you require any further information or advice please contact AskHR on 01772 535355.

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| **Pay Reference Number:**      | **Establishment/Team:**      |
| **Employee Name:**       |
| **Employee Contact Number (may be shared with the retailer):**       |
| **Employee Home Address:**      |
| **Do you have more than 20 years LCC service: Yes** **[ ]  / No** **[ ]**  |
| **LCC Service:**       **years**       **months** |
| **Have you had any breaks in service: Yes [ ]  / No [ ]**  |

**Gift Details**

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| **Shop Name and Address:**      |
| **Description of item:**      |
| **Make:**      | **Model No:**      | **Reference No:**      | **Colour:**      |
| **Type:**      | **Size:**      | **Price****(including VAT): £**      |
| **Shop Telephone Number (and contact name if applicable):**      |