



ORDERS FROM U.K. CUSTOMERS MAY BE SENT TO OUR FREEPOST ADDRESS:-

**FREEPOST (BS4634) • BRISTOL • BS37 5ZZ**

# ORDER FORM

It will be helpful if you would kindly complete all details in BLOCK CAPITALS to assist order accuracy

**ORDER FROM:-**

<b>Name</b>	Mr/Mrs/Ms/Dr		<b>Position</b>	
<b>Department</b>			<b>Order No.</b>	
<b>Authority Name</b>				
<b>Establishment Name</b>				
<b>Address</b>				
<b>Town/City</b>		<b>County/State</b>		
<b>Post/Zip Code</b>		<b>Country</b>		
<b>Telephone</b>		<b>Fax</b>		
<b>Email</b>				

May we send you further information by email to this address? – please tick Yes  No

**ESTABLISHMENT/SECTOR TYPE (PLEASE INDICATE AS APPLICABLE)**

School		College		University	Agency (servicing Education sector)		Other qualifying Establishment Type/Use - please state details and usage -
Primary	Secondary	FE	HE		H.P. Unit	Other	

**PLEASE SEND THE FOLLOWING PRODUCT(S) ON 10 DAYS 'NO RISK' APPROVAL:-**

Product Code	Format	Title	Price Code	Unit Price £	Qty	Line Price £
<b>345 - 12345D</b>	<b>DVD</b>	<b>EXAMPLE ORDER LINE</b>	<b>RMD</b>	<b>69.95</b>	<b>2</b>	<b>139.90</b>
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	<b>A</b>	<b>Total Goods Value £</b>	
	<b>B</b>	<b>+ Shipping Charge (see costs table in catalogue or call) £</b>	
	<b>C</b>	<b>= Total Net Order Value (Total Goods Value - Box A + Shipping - Box B) £</b>	
	<b>D</b>	<b>+ VAT @ 17.5% of Total Net Order Value (Box C) £</b>	
	<b>E</b>	<b>= Total Order Value (Total Net Order Value - Box C + VAT - Box D) £</b>	

<b>Signature</b>		<b>Date</b>	
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Please note that all prices are subject to change without prior note. Licence types/fees are dependent upon usage. E.&O.E.