

**Use this form when you order by phone, fax or post.**

**ALWAYS KEEP A COPY !**

## SUPPLIER'S DETAILS

COMPANY .....

SALESPERSON'S NAME .....

ADDRESS .....

.....

.....

..... POSTCODE .....

DATE OF TELEPHONE ORDER ..... / ..... / ..... TIME .....

ORDER REFERENCE NUMBER (IF QUOTED) .....  
DISPATCH REFERENCE NUMBER .....

## CUSTOMER DETAILS

NAME .....

COMPANY .....

ADDRESS .....

.....

.....

..... POSTCODE .....

DATE OF TELEPHONE ORDER ..... / ..... / .....

ORDERED BY: ☐ TELEPHONE ☐ FAX ☐ POST

ADVERT APPEARED IN PCW:  
ISSUE DATE ..... PAGE .....

QUANTITY	DETAILS OF ORDER	UNIT COST £	TOTAL £
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## METHOD OF PAYMENT

☐ PERSONAL CHEQUE ☐ PURCHASE ORDER ☐ CREDIT CARD  
☐ C.O.D ☐ DEBIT CARD ☐ OTHER (SPECIFY) .....

CARD COMPANY ..... START DATE ..... / ..... / .....

ISSUE NUMBER (debit cards only) ..... EXPIRY DATE ..... / ..... / .....

CARD NUMBER (below)

**SUB-TOTAL** .....

**DISCOUNT** .....

**CARRIAGE** .....

**SURCHARGES** .....

**VAT** .....

**TOTAL** .....

## DELIVERY DETAILS

### DELIVERED TO (ADDRESS)

(IF DIFFERENT FROM ABOVE) .....

..... POSTCODE .....

## BUYER'S CHECK LIST

AGREED DELIVERY DATE ..... / ..... / .....

☐ TERMS OF WARRANTY ☐ MONEY BACK ☐ RETURNS POLICY

☐ COST OF EXTENDED WARRANTY ☐ HELPLINE

Details: .....

SIGNED ..... DATE ..... / ..... / ..... DAYTIME TELEPHONE NUMBER .....