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#### CREDIT CARD PROTECTION

If ordering goods over £100, we recommend you use your credit card. A credit card not only provides similar protection as that guaranteed under the 'Buyers Charter' but, more importantly, it offers the additional advantage of reimbursement to your account of all monies paid for goods not received — usually within 28 days — when a company ceases to trade.

## All the best buys are here

Sometimes you just want to know the names of the best products, when they were reviewed, how much they cost and where you can get them. That's where our no-nonsense buyer's guide comes in. Over the following five pages we've picked out the outstanding PCs, peripherals and software packages that we can recommend without hesitation. To make it even easier, we've included the current manufacturer's contact number and price (including VAT), as well as details of when and where we reviewed the product. For the full review, why not check out PCW on CD-ROM? Updated quarterly, PCW on CD-ROM contains the full editorial from the past 24 issues, in searchable Adobe Acrobat format — it even comes with a copy of Acrobat for viewing, searching and printing. Each CD costs just £9.95 including postage and packing, or £8.96 for subscribers.

**Call 01795 414870** to order your copy or turn to **PCW Reader Offers** on page 278 for further details. If you can't wait for the next quarterly CD, try out our new **Faxback service** (p580) which provides 24-hour access to your favourite features and reviews.

GORDON LAING

Editor

## Personal Computer World Buyer's Charter

### If things go wrong

#### Mail order protection scheme

Anthony George, our Customer Services Manager, is here to help you if things go wrong or if you have a complaint about advertisements that have appeared in *Personal Computer World*. Write to him with details of the complaint and he will contact you.

Anthony George  
Customer Relations Department  
VNU Business Publications  
VNU House, 32 - 34 Broadwick Street  
London W1A 2HG

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1. You have not received the goods or had your money returned.
2. You have followed the 'Personal Computer World' guidelines when placing your order.
3. Have taken all reasonable steps to effect delivery or refund.
4. You have retained proof of purchase, for verification purposes:
  - a) A copy of the original advertisement from which the goods were ordered.
  - b) A copy of Personal Computer World's 'Details of Transaction Form' (on opposite page).
  - c) Comprehensive proof of payment.

5. Submit claims so as to arrive 'NOT EARLIER THAN TWENTY EIGHT DAYS AND NOT LATER THAN THREE MONTHS' from the official sale date of the magazine. Claims must be submitted to the Customer Services Manager IN WRITING, summarising the situation and lodged strictly within the time schedule stated. Claims received outside this period will not qualify for consideration for compensation under the 'Buyers Charter'.

After a supplier who has advertised has become subject to either liquidation or bankruptcy proceedings, Personal Computer World guarantees to process as expeditiously as possible those private individual readers' claims made and submitted, in accordance with those procedures outlined, up to the following limits.

- a) £2,000 in respect of any claim submitted by one Private Individual Reader.
- b) £100,000 in respect of all advertisers so affected in any one year.

These sums define the Publishers maximum liability under the scheme, and any additional payments above and beyond these thresholds will be entirely at the discretion of the Publishers.

As soon as legal confirmation that a state of liquidation or bankruptcy exists, the processing of claims will immediately commence. If, however, assets are available and the receiver/liquidator appointed confirms that an eventual payment will be made by way of a dividend, all claims under the 'Buyers Charter' will be subject to re-processing and will take into account any shortfall which may then exist. Payments under the scheme will take into consideration the obligations and liabilities of other interested parties such as credit card and/or insurance organisations etc.

This guarantee only applies to advance postal payments

made by private individuals in direct response for goods itemised/illustrated in display advertisements. It does not cover goods ordered from advertising inserts or cards, classified advertisements or MicroMart, or catalogues obtained from, or supplied by, any advertiser.

The 'Buyer's Charter' is designed to safeguard the PRIVATE individual reader. It does not provide protection to any companies, societies, organisations, unincorporated bodies or any other commercially orientated outlet of any description. Similarly, cover is not provided for orders placed from or to any overseas companies or for goods purchased for resale.

### CAVEAT EMPTOR

The protection of the 'Buyers Charter' only applies to display advertisements carried in this publication. It is not designed for, nor will it protect the consumer, in circumstances whereby goods have been subsequently ordered and paid for as a direct result of any advertisements appearing on the Internet. While limited protection still exists when Internet purchases are made from companies based in the UK, no such protection exists — other than that afforded by certain major credit card companies — relative to goods ordered from overseas organisations' web sites. We would strongly urge all readers to consider the following before purchasing via the Internet: Advertised prices invariably exclude transportation charges, do not account for currency fluctuations, Customs & Excise duties, VAT, documentation and/or importation restrictions. Statutory rights are virtually non-existent, guarantees — if any — impossible to enforce, replacement of faulty goods and/or refunds difficult to obtain, no official regulatory organisation to call upon for assistance when things go wrong, and no protection under the 'Buyers Charter'.

## DESKTOP PCs

**D**ue to the fast moving nature of the PC industry, we can only recommend particular PCs in the month we have seen them. Prices change almost weekly as component prices from third-party suppliers fluctuate according to availability. So, for this month's best PC buy, for instance, look at the group test on p70. When buying a PC there are a few basic steps you should take: always buy with a credit card; ask for a complete specification and the final price to be sent to you before you confirm the order; ask for a definite delivery date; keep a copy of all correspondence and remember to use the PCW order form (p572). Also take into account what kind of warranty you will need and consider spending more for an extended or improved warranty with on-site or speedy maintenance if you depend on your PC for your work. Obviously, everyone's ideal PC will have a different mix of components, with gamers needing a very good 3D graphics card, probably a 3D sound card and excellent speakers, and business users will need a good monitor and plenty of RAM.

## ENTRY-LEVEL PCs

Budget-conscious buyers, might consider going for a non-Intel processor, such as an AMD. However, be aware that if you choose a Socket 7 chip you might find it hard to upgrade in future. Similarly, if you go for a Slot 1 processor, make sure you specify a motherboard with a BX chipset which will allow for greater upgrading options in the future. We would recommend the following specification:

- 333MHz AMD K6-2 or Intel Celeron processor
- 32Mb RAM
- 4Gb hard drive
- Graphics card with 4Mb video RAM
- 15in monitor
- CD-ROM drive

You can expect to pay between £499 and £699 (ex VAT) for this configuration, with either a sound card and speakers or a modem.

## MID-RANGE PCs

In the mid-range, around £1,000 (ex VAT) will get you a good all-round machine. As the PII 333 disappears, and with even PII 350s becoming scarce, it might be as well to look for a faster processor. Look for a minimum of:

- Intel PII or AMD K6-2 400MHz processor
- 64Mb RAM
- 8Gb hard disk
- Good 3D graphics card with 8Mb video RAM
- 17in monitor
- CD-ROM drive
- Sound card, speakers, 56K modem

Most of all look, for a machine that is easy to upgrade, so specify plenty of slots and no on-board chips on a good motherboard and lots of free bays in the case.

## HIGH-END PCs

If you are after a state-of-the-art machine, be prepared to spend around £1,500 (ex VAT). What you require at this price will be specific to your needs, depending on how you intend to use the machine. However, as a basic specification we would want:

- PII 450
- 128Mb 100MHz RAM
- 16Gb hard drive
- Good 3D graphics card with 12Mb video RAM
- 19in monitor
- DVD drive
- Sound card, speakers, 56K modem
- Bundled office suite

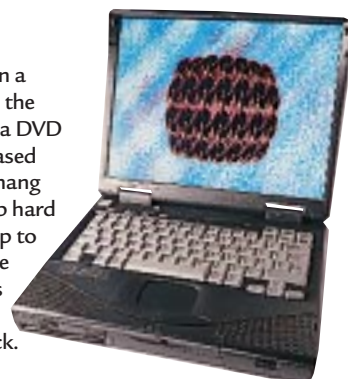
You might also want to wait until next month to get hold of Intel's latest processor, the Pentium III.

## HIGH-END NOTEBOOK

### Compaq Armada 7800

With everything you could need in a replacement to your desktop PC, the Armada 7800 even incorporates a DVD drive for movies-on-the-move. Based around a 300MHz PII it doesn't hang around and benefits from an 8Gb hard drive and 64Mb memory. With up to five hours' battery life it should be able to keep going longer than its users, and the power adapter is integrated — goodbye power brick.

► PCW March '99, p79



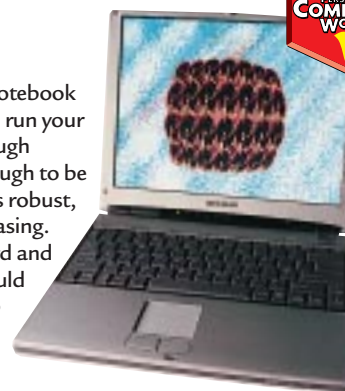
**Price** £3878.68 **Contact** Compaq 0181 332 3000  
**Also recommended** Panasonic Toughbook CF-71 **Price** £2701.32 **Contact** Panasonic 0800 444220 • IBM ThinkPad 770 **Price** £3795.25 **Contact** IBM 0870 601 0136 (both PCW March '99)

## MID-RANGE NOTEBOOK

### Sharp PC-A150

Light and portable, this notebook also has enough power to run your office apps and a big enough screen, which is good enough to be used in presentations. It is robust, with a magnesium alloy casing. With its excellent keyboard and external floppy drive it could even be used as a desktop replacement.

► PCW March '99, p183



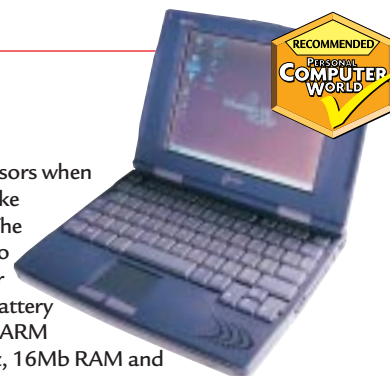
**Price** £2,109.13 **Contact** Sharp 0800 262958  
**Also recommended** AJP 1100M **Price** £1,350.08 **Contact** AJP 0181 208 9744 • Sony Vaio 505 **Price** £2301.83 **Contact** Sony 0870 2402408 (both PCW March '99)

## PDA

### Hewlett-Packard Jornada 820e

Fed up with ever-faster processors when all you need is a machine to take notes and check your email? The Jornada could be the answer to your prayers. You can work for a full day without fear of the battery dying and with an Intel StrongARM processor running at 190MHz, 16Mb RAM and an integrated 56K modem, it has everything you need when on the move. And its 8.2in STN screen with a resolution of 640x480 is large enough to see exactly what you are doing.

► PCW February '99, p120



**Price** £849 **Contact** HP 0990 474747 **Also Recommended** Psion Series 5 **Price** £429.9 **Contact** Psion 0990 143050 • 3Com PalmPilot Pro **Price** £229 **Contact** 3Com 0800 225252 (both PCW May '98)

## COLOUR INKJET

### Hewlett-Packard DeskJet 895CXi

For all-round excellence you cannot do better than the HP 895CXi. The quality of its output for both text and graphics is impressive given the swift speed at which they are produced. Even its 'econofast' mode could be used for vital documents, saving both time and ink. It takes a huge range of papers and replacing ink cartridges is a breeze.

PCW February '99, p151



**Price** £292.58 **Contact** HP 0990 474747 **Also Recommended** Epson Stylus Color 740 **Price** £272.60 **Contact** 0800 220546 • Epson Stylus Color 850 **Price** £318.43 **Contact** 0800 220546 (both PCW February '99)

## COLOUR PHOTO PRINTER

### Epson Stylus Photo 700

Colour inkjets have split into two categories, with this type clearly designed to reproduce the most realistic colour photographic prints. Epson has for a long time been the undisputed leader and its Stylus Photo 700 is our choice for inkjet photo printing. However, Lexmark comes very close behind with its 5700.

PCW September '98, p188



**Price** £273 **Contact** Epson 01442 261144 **Also Recommended** Lexmark 5700 **Price** £229 **Contact** Lexmark 01628 481500 (PCW September '98)

## BUDGET LASER PRINTER

### Kyocera FS-600

This personal 6ppm laser printer easily beats all other laser printers in its class. Its speed is impressive, printing out a steady six pages per minute no matter what the paper coverage, and the quality of its output is second to none, both for graphics and text. It is easily upgradeable, taking an impressive 36Mb of RAM. It has a PostScript option and there is even an ethernet port that comes as standard.

PCW February '99, p199



**Price** £299 **Contact** Kyocera 0118 923 0660 **Also Recommended** Panasonic KX-P6300 **Price** £257.32 **Contact** Panasonic 01344 853081 (PCW February '99)

## BUSINESS LASER PRINTER

### Lexmark Optra K1220

It is rare that you find a printer which is both good value and produces exceptional quality output, yet the Optra K1220 is just such a laser printer. With a rated speed of 12ppm it produces text in good time, but most of all its outstanding quality, both for text and graphics, puts it second to none amongst laser printers.

PCW February '99, p201



**Price** £722.63 **Contact** Lexmark 01628 481500 **Also Recommended** QMS DeskLaser 1600P **Price** £816 **Contact** QMS 01784 445555 • HP LaserJet 4000TN **Price** £1,316 **Contact** HP 0990 474747 (both PCW February '99)

## MULTIFUNCTION DEVICE

### Hewlett-Packard LaserJet 3100

Good laser-print quality from this quiet machine. It's intelligent enough to detect a document dropped into its feeder and it will launch an idiot-proof menu for scanning, copying and emailing. Fast, accurate OCR and 2Mb memory for incoming faxes when the paper supply is exhausted, makes the 3100 an ideal multifunction device.

PCW June '98, p83



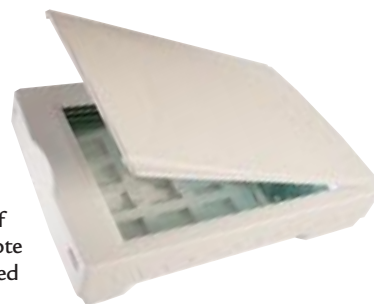
**Price** £629 **Contact** HP 0990 474747 **Also Recommended** Canon MultiPASS MPC20 **Price** £370.13 **Contact** Canon 0181 773 3173 (PCW January '98)

## FLATBED SCANNER

### Umax Astra 610P

Once again, the Umax Astra 610P parallel-port scanner has won our budget flatbed scanner group test, boasting an unbeatable combination of performance and value. Note that our three recommended scanners require enhanced parallel ports found only on modern PCs, so users wanting top performance, or those with older systems, should stick to SCSI.

PCW September '98, p229



**Price** £69.33 **Contact** Umax 01344 871329 **Also Recommended** Agfa SnapScan 310P **Price** £116.50 **Contact** Agfa 0181 231 4200 • Microtek Phantom 330CX **Price** £75.95 **Contact** Microtek 01908 317797 (PCW Sept '98)



## DIGITAL CAMERA

### Kodak DC260

Once again Kodak has produced the best digital camera for under £1,000. Not only does it have a high resolution, producing excellent images at 1,536x1,024 pixels, but it also has a 3X zoom. Add its advanced features, including scripting facilities and you have a highly desirable and indispensable camera.

PCW October '98, p226



**Price** £899 **Contact** Kodak 0800 281487 **Also Recommended** Epson PhotoPC 700 **Price** £587.50 **Contact** Epson 0800 289622 • Ricoh RDC-4300 **Price** £599 **Contact** Ricoh 01782 753355 (both PCW October '98)

## MONITOR

### Nokia Multigraph 447Za

No matter what you do, it's vital to get a good monitor with a clean, flicker-free display. In April 1998's group test we looked at 17in models and found Nokia's Multigraph 447Za to be the best in our entry-level category. Those with more to spend should check out the Mitsubishi (see the details panel, below) which was our Editor's Choice in the high-end section.

PCW April '98, p204



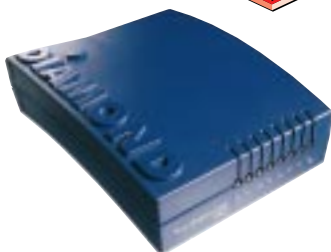
**Price** £440.63 **Contact** Nokia 01793 512809 **Also Recommended** Mitsubishi DiamondPro 700 **Price** £569.88 **Contact** Mitsubishi 01707 276100 (PCW April '98)

## MODEM

### Diamond SupraExpress 56e Pro

With ever-shifting goalposts, it makes sense to go for a modem which supports all the current standards, as well as simultaneous voice and data. Combine this with a roaring speed, superb ease of use and a low price, and you have the best-value modem around.

PCW December '98, p211



**Price** £75 **Contact** Diamond Multimedia 0118 944 4401 **Also Recommended** Zoom FaxModem 56Kx **Price** £89 **Contact** SCS Data Communications 01494 748904 (PCW December '98)

## REMOVABLE STORAGE

### Sony HiFD

With the same form factor disks as a 3.5in drive, this could replace your floppy but crams a whopping 200Mb onto each disk. Early units will be parallel-only affairs, but will soon be joined by internal ATAPI and PC Card versions. It's a little slow but easy to use.

PCW March '99, p91



**Price** £149 **Contact** Sony 01932 816660 **Also Recommended** Iomega Jaz 2Gb **Price** £270 **Contact** Iomega 0800 973194 • Imation SuperDisk 120 **Price** £105 **Contact** Imation 01344 402200 (both PCW, August '98)

## SOUND CARD

### Creative Labs SoundBlaster Live!

SoundBlaster cards have long been the best choice for non-professional users. The SoundBlaster Live! ups the ante, providing near-professional quality sound at a bargain price. And, it comes with an impressive bundle of dedicated digital I/O daughtercard, speakers, subwoofer and games.

PCW December '98, p92



**Price** £149 **Contact** Creative Labs 01189 344744 **Also Recommended** Terratec EWS64 S **Price** £149.23 **Contact** Terratec 01600 772111 (PCW July '98)

## GRAPHICS CARD

### Diamond Viper V550

Sporting Riva's latest TNT chipset, the Viper V550 graphics card provides absolutely storming 3D performance, with a full 3D feature set and good image quality to boot. Its 16Mb of RAM provides ultra-high 2D desktop resolutions in standard Windows applications.

PCW November '98, p198



**Price** Approx £150 **Contact** Diamond Multimedia 0118 944 4400 **Also Recommended** MetaByte Wicked 3D **Price** £211.50 **Contact** Watford Electronics 01582 745555 (PCW November '98)

## ACCOUNTING

### Intuit Quickbooks 6

Touted as the easiest accounting package for small businesses, QuickBooks has a long history and a large user base. Version 6 is the first 32-bit incarnation. It even monitors company performance and sounds the alarm should you fall behind.

PCW March '99, p92



**Price** £199 (Pro version) **Contact** Intuit 0800 585058 **Also Recommended** MYOB **Price** £229.13 **Contact** Bestware 01752 201901 • TAS Books **Price** £116.33 **Contact** Megatech 01372 727274 (both PCW, June '98)

## PERSONAL FINANCE

### Microsoft Money Financial Suite 99

Microsoft Money Financial Suite 99 is our choice for personal finance. It offers online banking and updating facilities, as well as Sage compatibility, all at a bargain price.

PCW  
February '99, p80



**Price** £49.99 **Contact** Microsoft 0345 002000 **Also Recommended** Quicken 98 **Price** £39.99 **Contact** Intuit 0181 990 5500 (PCW, June '98)

## DATABASE

### Microsoft Access 97

This industry-standard database application is also the best. With its wizards, infamous Office Assistants and standard Windows interface, Access 97 is relatively easy for the novice. And its powerful relational features and VBA integration make it suitable for developers, too.

PCW November '98, p220



**Price** £299 **Contact** Microsoft 0345 002000 **Also Recommended** FileMaker Pro 4 **Price** £169 **Contact** FileMaker 0845 603 9100 (PCW, November '98)

## DTP

### Serif PagePlus 5

Inexpensive, easy-to-use and surprisingly well equipped, PagePlus 5 offers extremely capable desktop publishing. Those wanting the choice of professional publishers will have to fork out more for Quark XPress 4X.

PCW June '98, p132



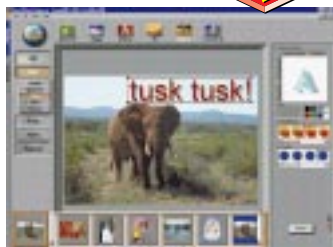
**Price** £99.95 **Contact** Serif 0800 376 7070 **Also Recommended** Quark XPress 4 **Price** £1,169 **Contact** Quark 01483 454397 (PCW, June '98)

## IMAGE EDITING

### Ulead PhotoExpress 2.0

Ulead has succeeded in removing the frustration factor often involved in getting to grips with digital pictures. PhotoExpress 2.0 is a pleasure to use, with a great, clearly structured interface and fast, in-depth tools. It has pre-set editing modes for the novice and custom adjustments for each editing function, so the power user will be kept happy, too.

PCW January '99, p202



**Price** £34.95 **Contact** BIT 01420 83811 **Also Recommended** Adobe PhotoDeluxe 3 **Price** £45.83 **Contact** Adobe 0181 606 4001 • Paint Shop Pro 5 **Price** £69.95 **Contact** Digital Workshop 01295 258335 (both PCW, January '99)

## DRAWING

### Corel CorelDraw 8

Not one of Corel's classic years, but this is still the Windows drawing package to own. Version 8 of this giant suite boasts better drawing and new interactive tools. Artists on a budget should check out Micrografx Windows Draw 6.

PCW October '98, p203



**Price** £464.13 **Contact** Corel 0800 581028 **Also Recommended** Adobe Illustrator **Price** £351.32 **Contact** Adobe 0181 606 4000 • Freehand **Price** £327.82 **Contact** Macromedia 01344 458600 (both PCW, October '98)

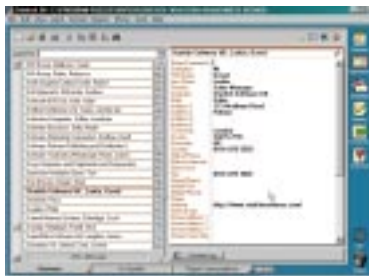


## INFORMATION MANAGERS

### Starfish Sidekick 98



The best personal information manager boasts wide customisability as its greatest strength. For heavyweight contact management, you need look no further than Goldmine 4 (see the details panel, below).



PCW August '98, p204

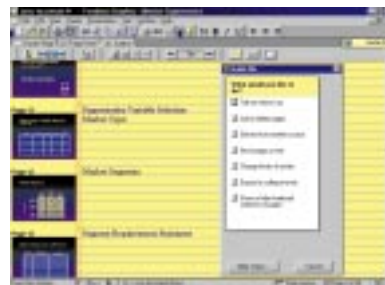
**Price** £39.99 **Contact** Starfish 0181 875 4455  
**Also Recommended** Goldmine 4 **Price** £229 **Contact** AVG 0171 335 2222 (PCW August '98)

## PRESENTATION GRAPHICS

### Lotus Freelance 97



This is our choice for electronic presentations. For you it may also come down to which office suite you own or are considering, but as part of Microsoft Office 97, PowerPoint won't let you down.



PCW March '98, p200

**Price** £49.35 **Contact** Lotus 01784 445808  
**Also Recommended** MS PowerPoint 97 **Price** £325.47 **Contact** Microsoft 0345 002000 (PCW March '98)

## REMOTE ACCESS

### Traveling Software LapLink Tech

The high-end version of this extremely versatile product, LapLink Tech, has all the features of the standard version but also lets you print from the host machine onto a remote printer, or vice versa, and talk to whoever is using the host machine. It includes anti-virus and hard-disk cloning utilities.



PCW December '98, p233

**Price** £169.95 **Contact** Traveling Software 01344 383232  
**Also Recommended** Symantec pcAnywhere **Price** £75.08 **Contact** Symantec 0171 616 5600 (PCW December '98)

## WEB DESIGN

### Adobe PageMill 3.0



Ease of use is the key and PageMill takes this to the n<sup>th</sup> degree. Frames can be dragged into position from the borders and alterations are made in a context-sensitive dialog box. Even a child could create a web presence with this package.



PCW March '99, p195

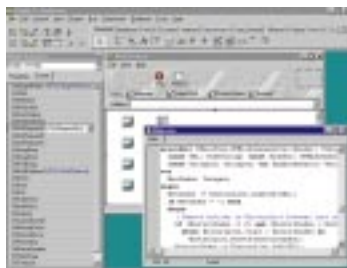
**Price** £92.83 **Contact** Adobe 0181 606 4000  
**Also recommended** Fusion 3.0 **Price** £233.83 **Contact** NetObjects 01189 829822 • Homesite 4.0 **Price** £88.13 **Contact** Allaire 01638 569600 (both PCW, March '99)

## PROGRAMMING TOOL

### Symantec Visual Café 2



Visual Café 2 is the most productive visual Java tool out there and has the option of native-code compilation for Windows. Windows developers should go for Borland Delphi 3 which, although more complex, comes into its own on larger applications.



PCW April '98, p177

**Price** from £79 **Contact** Symantec 0171 616 5600  
**Also Recommended** Borland Delphi 3 **Price** £95.18 **Contact** Borland 01734 320022 (PCW April '98)

## ANTI-VIRUS

### Norton AntiVirus 4.0



Norton AntiVirus 4.0 is our choice for protecting your PC. It offers the best combination of features, ease of use and performance. Its virus detection rate is first class and there are free online updates for the life of the product.



PCW April '98, p124

**Price** £49 **Contact** Symantec 0171 616 5600  
**Also Recommended** Dr Solomon's HomeGuard **Price** £29 **Contact** Dr Solomon's 01296 318700 (PCW April '98)

## Faxback Service

### Missed a feature or a review? Try our 24-hour faxback service.

Updated every month, our easy-to-use Faxback service gives you instant access to a complete range of product reviews, features and workshops via your fax machine.

To use the service, simply follow the instructions below. Calls are charged at 50p per minute at all times, with an average duration of four minutes.

Our service is available 24 hours a day, 365 days a year. (The faxback service is not available outside the UK.)

- 1 From the choices below, select the article(s) you wish to receive. Note the number of pages in the article.
- 2 Using the handset on your fax machine, dial 0660 600632. If you do not have a handset, press the fax machine's On Hook or Telephone button, then enter 0660 600632 on the keypad.
- 3 There will be a vocal introduction to the Faxback service which will ask you to enter the code of the article(s) you require. The voice will then ask you to press the Start / Send button on your fax machine.
- 4 The article(s) you have requested will now come through your fax machine.

### IMPORTANT INFORMATION

For the faxback service to work correctly, you must be referring to the current issue of *Personal Computer World*, and have your machine set to use tone dialling (you may need to switch your machine from "pulse" to "tone"). If you

have any problems with the *Personal Computer World* faxback service, please call 0171 412 3795. This helpline is open from 9:00am to 5:30pm Monday to Friday, and calls are charged at the standard rate.

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300MHz Celeron vs AMD K6-2 3DNow!	October-98	12	2003
450MHz PCs	November-98	11	2004
Undercover PC group test	December-98	20	2005
Xeon server round-up	December-98	4	2006
HARDWARE GROUP TESTS	ISSUE	PAGES	CODE
17in monitors	April-98	10	2102
PDAs and handhelds	May-98	14	2103
Sound cards	July-98	11	2104
Removable storage	August-98	5	2105
Budget flatbed scanners	September-98	9	2107
Digital cameras	October-98	12	2108
3D graphics cards	November-98	12	2109
Communications hardware	December-98	11	2110
Digital video	January-99	13	2111
Laser printers	February-99	12	2112
Colour inkjets	February-99	8	2113
SOFTWARE GROUP TESTS	ISSUE	PAGES	CODE
Web design	January-98	11	2201
Presentation tools	March-98	9	2202

**PCW Faxback number: 0660 600632**

# Faxback Table (cont'd)

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Desktop publishing	June-98	12	2206
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Utilities	September-98	8	2208
Speech recognition	October-98	5	2209
Drawing (illustrative and technical)	October-98	11	2210
Databases	November-98	10	2211
Communications	December-98	10	2212
Image editing (budget)	January-99	11	2213
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**ALWAYS KEEP A COPY !**

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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 .....

[illegible]

## 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 .....