

Order form

DON'T FORGET THE ELECTRONIC VERSION OF THIS ORDER FORM. SEE THIS MONTH'S CD-ROM.

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

ALWAYS KEEP A COPY!

SUPPLIER'S DETAILS	CUSTOMER DETA	AILS		
COMPANY	NAME	NAME COMPANY ADDRESS		
SALESPERSON'S NAME	COMPANY			
ADDRESS	ADDRESS			
POSTCODE		DATE OF TELEPHONE ORDER		
DATE OF TELEPHONE ORDER / / TIME				
ORDER REFERENCE NUMBER (IF QUOTED) DISPATCH REFERENCE NUMBER	1 1	I PCW:		
QUANTITY DETAIL	LS OF ORDER	UNIT COST £	TOTAL £	
METHOD OF PAYMENT		SUB-TOTAL DISCOUNT		
PERSONAL CHEQUE PURCHASE ORDER	CREDIT CARD	CARRIAGE		
C.O.D DEBIT CARD DOTHER (SPECIF	FY)	SURCHARGES		
CARD COMPANY		VAT		
ISSUE NUMBER (debit cards only)	EXPIRY DATE / /	TOTAL		
CARD NUMBER (below)				
DELIVERY DETAILS	BUYER'S CHECK	BUYER'S CHECK LIST AGREED DELIVERY DATE /		
DELIVERED TO (ADDRESS) (IF DIFFERENT FROM ABOVE)	_			
(II DILLECTI FROM ADOVE)				
POSTCODE	Details:			
SIGNED DATE				