**REQUEST FOR A FLOOR FROM RETURNS OR SLOW-MOVING STOCK**

A request for a floor is issued on the understanding that it is **NOT FOR RE-SALE** and can only be used in the agreed residential purchase location (i.e., own home or home belonging to a friend / family member).

Failure to comply with the above could lead to a disciplinary investigation. Amtico International reserve the right to inspect locations where flooring is requested for.

**Prices: -**

* Material from Returns and slow-moving stock is charged at £6/m2 plus VAT, £8/m2 plus VAT for Acoustic product and £30 / carton (5m2) for Carpet
* All other products e.g., adhesive, stripping, motifs, maintenance products are charged at trade price less 20%.
* Delivery can be made to a UK address for a one-off payment of £25 plus VAT.
* Orders are limited to 50m2 unless authorised by your line manager.

**Payment: -**

* We can only accept debit or credit card payments. No other form of payment can be made.
* To pay for an order please call 0121 745 0802 and quote your sales order number beginning with SG.

**General Information: -**

* Orders for members of staff do not take priority over orders for Amtico customers and you may have to wait a few days to receive a proforma or advisory message back.
* The stock within the Returns and slow-moving stock lists is constantly moving at a rapid pace, so please check availability prior to placing an order.
* Employees are not permitted to visit the Returns area and remove product from the shelves.
* Prompt payment of you order is required to secure it.
* If you are collecting your order from Pilot Park, you need to obtain a booking slot to do that.

Collections run from 06:00 – 22:00 Monday to Friday and 06:00 – 18:00 Saturdays and Sundays. To obtain a collection slot simply email despatch.collections@amtico.com with a preferred time and despatch will reply with your allotted slot.

**I have read and understood the above conditions and I declare that the information given on this form is correct. I understand the sanctions that may apply should I give incorrect information.**

Signed: - ……………………………………………………. Date: - ………………………..

**Send completed requests for Returns or slow-moving stock to** [**tasneem.vorajee@amtico.com**](mailto:tasneem.vorajee@amtico.com)

**Staff Returns or Slow Moving Stock Order Form**

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| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** | | | | **Dept**.: | | |
| **E’mail Address:** | | | | | | |
| **Mobile/Telephone Number:** | | | | | | |
| **Installation Address:** | | | | | | |
| **I can confirm that I have checked availability of the product on ……./ ….. /………. with ………………….** | | | | | | |
| **I would like delivery included within my purchase Yes or No …(please circle as appropriate)** | | | | | | |
| **Full Product Code** | Description | | | Quantity | Units **SY/M2/EA** | |
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| **Adhesive: Quantity: Units:**  Universal  ……….. Kg  SFA  ……….. Litres  High Temp  ………… Litres  PSA  ………. KG | | **Maintenance Products: Quantity: Units:**  Maintenance Pack  Dressing  Cleaner  Dressing Remover  Adhesive Remover  Felt Pads  Trowel (Handle)  Trowel Blades | | | | |
| **Universal only available in 6KG**  **SFA available in 2.5L, 5L and 15L**  **High Temp available in 5L or 15L**  **PSA available in 3kg, 6kg and 14kg** | | **Collection date required: ……………………………..**  **Order number (Sales Office) …………………………**  **Payment received: ……………………………………...**  **(Sales Office)** | | | | |
| **Amtico will only be sold in full boxes of 4.18m2 or 2.5m2**  **Spacia will be sold in 2.5m2 (Standard) or 2m2 (XL) boxes**  **Spacia Access will be sold in 1.5m2 boxes**  **Strips will be available in full cartons of 36** | |  | | | | |