



Order Form for Schools (WEB)

Secondary Booklet

'101 Tips for Parents: Preventing and Dealing with Bullying'

Complete this order form and post or fax to Futurelink Publishing. You will be invoiced on delivery. Alternatively, simply call on our free-phone number, and speak to our friendly staff to make a **telephone order** or for a pro-forma invoice to be faxed.

Delivery

Standard Delivery: Please allow up to **14 days** for standard delivery, cost £7.50.

Next Day Delivery: Please add **£10.00** in the order form "Next Day Delivery" section below. Orders must be received by noon to ensure next day delivery.

Returns Policy

Boxes of books must be returned **within two months of delivery date**, in complete sets of **ten**, in **re-saleable condition** for a full refund.

Please allow 28 days for refunds to be processed.

Please note the post and packing/delivery costs are non-refundable, and you are responsible for the return postage.

Name of School/Organisation	
Address for Delivery	
Required by	
Contact Name and Number	
Email Address	
School Purchase Order No (if applicable)	
Number of Packs (10 Books per Pack)	
Cost (No of Packs x £15)	
Post and Packing	£7.50
Next Day Delivery (If required, add £10.00 , fax by noon)	
Sub Total	
10% Discount of Sub Total (if required, for payment with order)	
Total Cost	

Standard Payment Terms: 30 days from delivery.

Discount Offer: Allow 10% discount on complete order value for payment received with a posted order, or payment posted on the same day as a phoned, emailed or faxed order.

Signed _____ Date: _____

Please post, fax, email or phone your order to:

Futurelink Publishing
16 Harford Square
Chew Magna
Bristol
BS40 8RA

Orders by Phone: **0800 3345145**
 Orders by Fax: **0800 3345146**
 E-mail: sales@futurelinkpublishing.co.uk
 Web: www.futurelinkpublishing.co.uk

***** Thank you for your order *****

*** Why not check out the full range of the popular "101 Tips" series on our website ***