



'Going to Secondary School - 101 Tips for Parents' Order Form for Schools (WEB)

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 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 boxes 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	
Address for Delivery	
Contact Name and Number	
Email Address	
School Purchase Order No (Optional)	
Number of Boxes (10 books per box)	
Cost (No of Boxes x £20)	
Post and Packing	£7.50
Next Day Delivery (If required, add £10.00, fax by noon)	
TOTAL COST	

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 faxed, phoned or emailed 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 *****