order form

Delivery Address (please use capitals)

School/Company Name:_____

Address:_____

_____

_____Postcode:_____

Tel:_____

Fax: _____

Contact Name:_____

Mobile No. (if applicable):_____

Have you ordered from us before	Yes	No

Date:_____ Your purchase order no:_____

delivery

Unless stated all prices quoted do not include assembly or installation. Delivery is free on all orders over £250.00 (ex VAT) except where specified. For orders below £250.00 (ex VAT) a single fee of £25.00 is applicable.

payment

All educational establishments automatically receive a 30 day credit facility. You can claim a **2.5% discount** if a cheque is received with any order. We also accept Visa, Mastercard and Maestro.

installations

Please remember to ensure that your decoration and flooring is complete and that workmen have left. Also please make sure the area is clear in time for our arrival for your fit out.

Exchanges and Refunds

If your goods are faulty or damaged on delivery we will exchange the product. dfe must be notified with 24 hours. If you are not satisfied with the goods for any other reason, we will exchange providing packaging remains and they are in saleable condition. The collection of goods will be arranged through a nominated carrier and cost of return will be at your expense. We would require notification within 24 hours.

Product Code	Description	Frame Colour	Tabletop Colour	Seat Colour	Height	Wood Finish	Tray Colour	Quantity	Unit Price	Total Price
							Sub Total			
Educational establishments qualify for 2.5% discount if payment is sent with order							-2.5% (if applicable)			
Orders under £250.00 incur a £25.00 delivery charge							Delivery Charge			
							VAT (20%)			
Thank you for your order							Grand Total			

exterior noticeboards

A shield exterior noticeboards

- Top hinged doors with support stays and two matching locks
- Available in a choice of 10 flame resistant cloth colours and popular cork finish
- Accepts pins and is velcro friendly
- Weatherproof and meets the European Standard EN60529 for water and dust ingress

Description	Code	External Dimensions (mm)	Aluminium Frame	Coloured Frame
4 x A4 landscape	SCEL4	W 712 x H 570	**£169.00**	**£191.00**
4 x A4 portrait	SCEP4	W 537 x H 750	**£157.00**	**£178.00**
8 x A4 landscape	SCEL8	W 967 x H 750	**£225.00**	**£255.00**
8 x A4 landscape/9 portrait	SCEP8	W 752 x H 1050	**£228.00**	**£258.00**
12 x A4 landscape/portrait	SCEP12	W 1012 x H 1050	**£277.00**	**£313.00**
15 x A4 landscape	SCEL15	W 1182 x H 1050	**£308.00**	**£348.00**
18 x A4 landscape	SCEP18	W 1397 x H 1050	**£311.00**	**£352.00**

flame resistant cloth colours

coloured frames

aluminium frame

When ordering please quote your chosen model followed by your choice of frame and fabric colour

For example:

1050 x 1012mm	= **SCEP12**
Aluminium Frame	= **/AL**
in Charcoal	= **/CH**

CODE = SCEP12/AL/CH

We constantly check our prices so you don't have to!