

## Order form instructions

Please read the following instructions before completing the order form and ensure the Catalogue of Resources you are ordering from is the most recent issue. The Catalogue of Resources is issued in April and September every year. Order forms can be accessed via: [www.cambridgeinternational.org/orderpub](http://www.cambridgeinternational.org/orderpub)

Customers placing orders using out-of-date catalogues or order forms will be redirected to the site above to resubmit their order using the most recent versions of these documents.

### How to order:

#### Non-registered Centres and Individuals

*If you are a candidate or a private institution not registered with Cambridge International please use the appropriate online order form at the link above.*

Once you've completed the form, you will receive an automatic receipt which will contain a unique reference number for your order. You will need this to be able to submit your payment.

You will then be sent a link to our secure online payment portal for credit and debit cards.

Should there be any queries on your order, our Customer Services team will get in touch with you prior to payment.

#### Registered Centres

Schools that are registered directly with Cambridge International should use the appropriate online order form at [www.cambridgeinternational.org/orderpub](http://www.cambridgeinternational.org/orderpub)

**Schools registered directly with Cambridge International** will be invoiced monthly in your school's designated currency. Please do not send payment with your order. *Please note that we are unable to invoice OCR centres that are not registered with Cambridge Assessment International Education.*

**Schools registered with an intermediary** should contact their Associate Centre to place a publications order.

### Postage prices

UK	All prices quoted include postage to an address within the UK.
Europe	For addresses in Europe, add 25% of the order value. Please note that this charge includes the cost of secure courier delivery of your order.
Rest of world	For the rest of the world, add 50% of the order value. Please note that this charge includes the cost of secure courier delivery of your order.
Microscope resources (Registered centres only)	For addresses outside the UK, add £22 for postage for any quantity of slides ordered. Please note that this charge includes the cost of courier delivery of your order.

### Postage of Microscope slides

Please note that microscope slides are only available to registered Cambridge centres.

Certain countries impose a limitation on the size of individual, posted packages according to the value of the contents. This means that on very large orders of microscope slides, goods may need to be sent as a series of smaller packages, each carrying a separate postal charge. Where this occurs the costs will be added to the total due.

Postage to all other countries without restrictions will be charged at the flat rate quoted above.

Slides are prepared either side of the live examination series throughout the year. This will impact on the delivery date. Our Customer Services team will be in touch if there is a significant delay.

## Additional factors affecting your payment

- Additional local import duties may be payable on receipt and are the responsibility of the purchaser.

## Terms and Conditions

1. Publications listed are available only while stocks last.
2. Orders by telephone cannot be accepted.
3. The return of publications correctly supplied against an order cannot be accepted. All queries concerning an order should be submitted by email to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) to Cambridge Assessment International Education within 10 days of receipt of goods.
4. Please allow up to 28 days for delivery for all goods other than microscope slides.
5. Cambridge Assessment International Education is not responsible for any customs charges or taxes that may be charged locally.

**Free of charge items are only available for no charge on the condition that they will not be resold or traded to any third party; UCLES reserves the right not to provide items to any organisation or to take any action that it considers appropriate.**

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