

PUBLICATIONS ORDER FORM for candidates and private institutions not registered with Cambridge only
(see Order Form Instructions)

Customer Order Reference
(Please leave blank)

SECTION 1 - Customer details (Please complete this section in **BLOCK LETTERS**)

Order requested by

Title		Initial	Surname	
School				
Address				
Town				
Postcode		Country		
Telephone number*				
Fax number				
Email address				
Signed				
Date				

Deliver to address (if other than 'Order requested by' details opposite)

Title		Initial	Surname	
School				
Address				
Town				
Postcode		Country		
Telephone number*				
Fax number				
Email address				
UCLES VAT No.	2 1 4 4 0 0 3 2 4			
Customer's VAT No				

*** It is compulsory to provide a contact telephone number in order for us to deliver your materials.**

Please see the order form instructions relating to VAT

SECTION 2 - Method of payment and items required

Private candidates and institutions not registered with Cambridge Assessment International Education
All orders must be paid by credit or debit card or cheque. **Please note that all payments made by credit card are subject to a 2% credit card charge.**
Cheques are to be made payable to UCLES (see Order Form Instructions for details).
Completion of these details satisfactorily will be taken as authority to deduct the full amount from the card.
The full amount will be calculated by Cambridge Publications unless the customer clearly states otherwise in Section 3 overleaf.

Cardholder details Please tick the appropriate card type.

Title		Initial	Surname		VISA	MASTERCARD	DELTA	EUROCARD	MAESTRO
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Card number

Valid from Expiry date Switch issue no.

CVC no. (last 3 digits from number on back of card)

Payments made by cheque

Cheque number		Made payable to UCLES for	£
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Please ensure you order items from the most current catalogue

Line no.	Catalogue code	Year / Session	Description of item required	Quantity required	Price per item	Total price
Example:	9393493299	M/J 15	IGCSE Chinese (Mandarin) - Foreign Language 0547/11 Listening CD	2	6.60	13.20
The first line below is an example this will NOT be part of your order.						
1						
2						
3						
4						
5						
6						
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9						
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11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

SECTION 3 - Retail order value

Private candidates and institutions

Either Please tick this box if you wish Cambridge Publications to calculate the correct order value and to charge your nominated card the full amount due.

Or Please tick this box if you wish Cambridge Publications to charge the amount as calculated by yourself below. Please note that incorrectly calculated order values will delay the despatch of your order. Please see the relevant catalogue page for prices and calculate the total below.

Please note that failure to tick either box will be taken by Cambridge Publications as an authority to charge the full amount as calculated by Cambridge Publications.

Example - with 75% postage charge, excluding slides (which cost extra)		
£	13.20	ADD
£	9.90	ADD
£	-	DEDUCT
£	5.00	DEDUCT
£	0.36	ADD
£	18.46	TOTAL

Total value of **materials** (publications and slides) only

Postage charge (please see 'Despatch prices' in 'Order Form Instructions')

Discount if applicable (please see 'Order Form Instructions')

The value of any relevant **UCLES Publications vouchers** (please enclose them)

2% Credit card charge
(to be deducted from your nominated card).

ADD	£
ADD	£
DEDUCT	£
DEDUCT	£
ADD	£
TOTAL	£

Please send this completed order form to:

Cambridge Publications, DC10, Hill Farm Road, Whittlesford, Cambridgeshire, CB22 4FZ, United Kingdom.

Fax +44 (0) 1223 553988