



Publications Order Form 2018

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IF YOU REQUIRE ANY FURTHER ADDRESS SPACES, PLEASE PHOTOCOPY THIS FORM TO CONTINUE, AND SEND BOTH TOGETHER.

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Description of Product	Members/ Local Authority	Non- Members	Delivery Address Quantity of each required		
			A	B	C
TS Directory New Subscription including updates for 2018 Annual Update Service 2018 Binder only + VAT @ 20%	85.00	170.00			
	61.00	123.00			
	10.00	10.00			
TS Directory e-Book *See 1 New Subscription including updates for 2018 + VAT @ 20% Annual Update Service 2018 + VAT @ 20%	85.00	170.00			
	61.00	123.00			
Publications *See 2 On the Road Guides					
	P.O.A				
Publications *See 2 On the Road Guides *See 3 Think Twice booklets (customised only) Other Items *See 4 Head of Service Mailing Labels (printed set, once use) *See 4 Head of Service Mailing Labels (via e-mail, once use) + VAT @ 20%					
	P.O.A				
	92.00	92.00			
*See 3 Think Twice booklets (customised only)	100.00	100.00			
*See 5 CTSI no cold calling supersigns(customised available) + VAT @ 20%	25p each	25p each			
	Net Total				
*See 5 CTSI no cold calling supersigns(customised available) + VAT @ 20% * See overleaf	VAT				
		P&P			
		Grand Total			

Please read the guidance notes overleaf, carefully, before completing this form.

Head of Service (or authorised signatory):

Print Name:.....

Authority/Organisation:.....Date:.....



Chartered Trading
Standards Institute

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Notes:

1. e-book prices are for each concurrent user.
2. On the Road Guide - This booklet encourages drivers to make better decisions about buying and maintaining their first car. Helping you educate high risk groups such as young drivers whilst working towards the national road safety strategy making our roads safer for everyone – Bespoke orders only. Price on application.
3. Customised Think Twice booklets available – price on application.
Minimum order required – sample price for 5000 booklets £1,900 (38p each) plus P&P
4. Head of Service Mailing Labels are also available for re-use on a one-year licence, please telephone for details.
5. Customised signs available (logos must be supplied in EPS format), price on application.
Min order 1000 signs
6. Please make cheques payable to **itsa Limited**
7. Please add Postage and Packaging as follows:
 - Orders up to £10 in value P&P = £6
 - Orders up to £25 in value P&P = £10.00
 - Orders up to £50 in value P&P = £15.00
 - Orders up to £100 in value P&P = £20.00
 - Orders up to £150 in value P&P = £25.00
 - Orders over £150 P&P on applicationFor Overseas Orders - Overseas Postage extra - please ask for price
Electronic items do not incur P&P costs
8. Please complete and return this form to:

ITSA Limited, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, Essex, SS15 6TH

Telephone: 01268 582 200 Fax: 01268 582 225

Email: financeadmin@tsi.org.uk

Please contact the Finance and Admin team for any further assistance,
or visit www.tradingstandards.uk to view our product range.

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