

PUBLICATIONS ORDER FORM INSTRUCTIONS

Please read the following instructions before completing this form and ensure the Publications Catalogue you are ordering from **is the most recent issue**.

This Catalogue and order form can also be accessed on the website: www.cie.org.uk.

The Publications Catalogue is issued in March and September of every year.

Ordering

To order please complete the order form at the back of this document, retaining the price list for reference, and send to:

CIE Publications
1 Hills Road
Cambridge, CB1 2EU
United Kingdom

Fax: +44 (0) 1223 553558
E-mail: international@cie.org.uk
Website: www.cie.org.uk

Despatch Prices

<u>UK</u>	All prices quoted include postage to an address within the UK.
<u>Mainland Europe</u>	For addresses in mainland Europe, add 25% of the order value, to a maximum carriage cost of £100. Please note that this charge includes the cost of courier delivery of your order.
<u>Rest of the World</u>	For rest of the world, add 50% of the order value, to a maximum carriage cost of £200. Please note that this charge includes the cost of courier delivery of your order.
<u>Microscope Slides</u>	For addresses in mainland Europe and the rest of the world, add £22 for carriage for any quantity of slides ordered. Please note that this charge includes the cost of courier delivery of your order.

Note: Additional local import duties may be payable on receipt and are the responsibility of the purchaser. All expenditure on materials ordered from this list by a CIE registered centre, will be added to the Centre's total annual spend with CIE, on which the centre's annual registration fee is based.

VAT

To enable centres which are VAT registered within the EU, but outside of the UK, to account locally for any VAT chargeable on goods supplied, please provide your VAT Number (see order form).

Discounts

There is a discount of 5% on orders over £100 and 10% for orders in excess of £500.

Payment

CIE Approved Centres will be invoiced quarterly in the Centre's designated currency. Please do not send payment with your order. *Please note that CIE is unable to invoice OCR Centres.*

See instructions below for private candidates and institutions.

All CIE Attached Centres should contact their Parent Centre to place a publications order.

Private purchases from teachers, candidates, individuals and institutions – orders must be paid by credit, debit card or cheque. CIE cannot invoice organisations for private purchases. Payment may be made by cheque (Payable to UCLES in Pound Sterling only) drawn on a UK bank or a bank with a UK address only.

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 made in writing to CIE within 10 days of receipt of goods.
4. Please allow up to 28 days for delivery.
5. University of Cambridge International Examinations is not responsible for any customs charges or taxes that may be charged locally.
6. 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; CIE reserves the right not to provide items to any organisation or to take any action that it considers appropriate.