



# PUBLICATIONS ORDER FORM

Customer Order Reference  
(Please leave blank)

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

### Order requested by

Title		Initial		Surname
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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
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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.

### Schools registered directly with Cambridge

*Invoiced in your school's designated currency. Please do not send payment with your order.*

*Please note: We are unable to invoice OCR Centres that are not registered with University of Cambridge International Examinations.*

*Schools registered with an intermediary should contact their parent centre to place an order.*

Centre number to be charged				

Please ensure you order items from the most current catalogue

Line no.	Ref. no.	Year / Session	Description of item required	Quantity required	Price per item	Total price
The first line below is an example this will NOT be part of your order.						
Example:	CMK/201078		<i>The International Practical Science Guide</i>	1	12.60	12.60
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### SECTION 3 - Retail order value

**Schools registered directly with Cambridge**

Cambridge Publications will calculate the total order value according to the Cambridge Publications Price List and will then invoice your school for the correct amount inclusive of postage charges and discounts.

Example - with 50% postage charge, excluding slides (which cost extra)		
£	15.00	ADD
£	7.50	ADD
£	-	DEDUCT
£	5.00	DEDUCT
£	17.50	<b>TOTAL</b>

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

**Postage charge** (please see 'Despatch prices' on page 103)

**Discount** if applicable (please see 'Ordering instructions' on page 103)

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

(to be deducted from your nominated card).

<b>ADD</b>	£
<b>ADD</b>	£
<b>DEDUCT</b>	£
<b>DEDUCT</b>	£
<b>TOTAL</b>	£

**Please send this completed order form to:**

Cambridge Publications, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom. Fax +44 (0) 1223 553558  
Or save a copy of the form and return it via email to [international@cie.org.uk](mailto:international@cie.org.uk)