

# ORDER FORM

ORDERS MAY BE PLACED BY PHONE, EMAIL OR POST

**PAYMENT OPTIONS:**

- Cheque payable to 'Devon Partnership NHS Trust'
- By credit / debit card (can be provided by phone)
- BACS – please contact us first so that we can provide an invoice number

<b>CUSTOMER DETAILS (*NON NHS ORDER)</b>		<b>INVOICE / DELIVERY ADDRESS</b>	
<b>NAME:</b>			
<b>ADDRESS:</b>			
<b>TOWN:</b>			
<b>POSTCODE:</b>			
<b>TELEPHONE:</b>			

<b>BAOT / CSP Membership No. (if applicable):</b>		<b>DATE:</b>	/ /
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ITEM	COLOUR	SIZE	EMB OR PRI	LOGO TYPE	QTY	PRICE EACH	TOTAL PRICE

	<b>P &amp; P</b>	
<b>GRAND TOTAL</b>		

**Clothing Works**  
 Farm House Rise  
 Exminster, Exeter, Devon EX6 8AB  
 Tel: 01392 829063 Fax: 01392 829068  
**Website: [www.clothing-works.co.uk](http://www.clothing-works.co.uk)**  
**Email: [enquiries@clothing-works.co.uk](mailto:enquiries@clothing-works.co.uk)**

OFFICE HOURS: Tuesday 9.00am – 4.00pm  
 Thursday 9.00am – 4.00pm

<b>POSTAGE IS PAYABLE AS FOLLOWS:</b>	
1 – 2 items	£3.90
3 – 5 items	£6.50
6 – 8 items	£8.00
9 – 13 items	£10.00
14 – 20 items	£16.00
over 21 items	FREE

**Orders submitted by an NHS supplies / procurements department:**  
 An invoice will be sent after goods have been despatched. The order will be VAT free.

**Orders being paid for privately:**  
 Goods will not be despatched until payment has been received. VAT is applicable.

FOR OFFICIAL USE ONLY				
ORDER NUMBER	INVOICE NUMBER	CASH MANAGEMENT SHEET REFERENCE	PAYMENT	DATE
			CARD	
			CHEQUE	
			CASH	
			BACS	