MORLEYS EARLY YEARS

Order Form

Morleys Early Years, Arkwright Road, Bicester, Oxfordshire OX26 4UU
T: 01869 320320 F: 01869 320312 Email: earlyyears@morleys.co.uk

Invoice Details (PLEASE USE CAPITALS)

Name:
Position/Title:
Organisation:
Address:

Postcode:
Tel:
Fax:
Mobile:
Email:

Delivery Details (if different) Ground floor deliveries only

Name:
Position/Title:
Organisation:
Address:

Postcode:
Tel:
Fax:
Mobile:
Email:

Special Instructions (for example holiday dates/additional contact details)

Does this confirm a fax or telephone order? YES ☐ NO ☐

Have you ordered from us before? YES ☐ NO ☐

Please enter your purchase order number here

Order Details

Product Code	Product Description (including dimensions)	Colour/Finish	Qty	Item Price	Total Price

Delivery Charges – UK Mainland

Order Value (excluding VAT)	Delivery (excluding VAT)
Over £250	FREE
£50-£249	£30
Below £50	£10

VAT

All prices shown in the catalogue and delivery charges are subject to VAT.

THANK YOU FOR YOUR ORDER

Sub Total	
Delivery Charge	
VAT at 17.5%	
Grand Total	

Methods of Payment

☐ Account (Schools, Local Authorities and other Government solely funded organisations) Existing Customers Account Number:

☐ I enclose a cheque made payable to Morley's of Bicester Ltd

☐ I would like to pay by credit/debit card

☐ Visa ☐ Mastercard ☐ Delta ☐ Switch/Maestro (Issue No. ☐) Security Code

Card Number

Start Date Expiry Date

Name on Card

Signature (All orders must be signed) Date

Print Name Position

If card holders address is different to invoice address, please confirm street number, and post code of card holder.

Check Guide

Help us to process your order correctly. Please check with a ✓ that you have included the following information where applicable.

- ☐ Quantity
- ☐ Size or dimensions
- ☐ Material colour/finish
- ☐ Frame colour/finish
- ☐ Price
- ☐ Purchase order number
- ☐ Your account number
- ☐ Method of payment and signature
- ☐ Confirmation of phone order
- ☐ Special instructions
- ☐ Signed the order