Est. 1929

MORLEYS

the educational furniture specialist

ORDER FORM

Morleys, Arkwright Road, Bicester, Oxfordshire OX26 4UU T: 01869 320320 F: 01869 320312 Email: orders@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: _____

Your purchase order number ☐

SPECIAL INSTRUCTIONS REQUIRED (holiday dates/additional contact details/out of hours telephone or mobile number)

Confirmation of fax or telephone order YES ☐

Order Details

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

Sub Total	
Delivery Charge	
VAT	
Grand Total	

Delivery Charges – UK Mainland

Order Value (excluding VAT)	**Delivery** (excluding VAT)
less than £100	£15.00
£100 to £500	£27.50
more than £500	**FREE**

VAT

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

THANK YOU FOR YOUR ORDER

Methods of Payment

☐ Account (State Schools, Local Authorities and fully Government 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 ☐ Proforma

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

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Start Date ☐☐/☐☐ Expiry Date ☐☐/☐☐

Name on Card _____

Signature _____ Date _____

(All orders must be signed)

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
- ☐ Send me fabric swatch
- ☐ Method of payment & signature
- ☐ Confirmation of phone order
- ☐ Special instructions
- ☐ Signed the order