Order Form

Publications Order Form

Product code	Product title	Unit cost	Quantity	Total cost
			Handling charge (see over)	
			TOTAL	

Delivery Details

Surname	Initial	Title

Designation

Organisation

Address

Postcode

Telephone

Facsimile

SQA Information

Handling charges

A handling charge may appy to your order. Handling charges are shown opposite, for general publication orders and orders of SVQ portfolios.

No of Items	Publications	SVQ Portfolios
1 - 20	£1.95	£2.95
21 - 40	£2.95	£3.95
41 - 60	£3.95	£4.95
61 - 80	£4.95	free of charge
> 80	£5.95	free of charge

Payment

A Cheque/postal order

Enclosed is a cheque/postal order made payable to 'Scottish Qualifications Authority' for £ _____

If you require a receipt please tick this box ☐ **Please do not send cash**

B Cheque/postal order

Invoices can only be issued to SQA approved centres. If you wish an invoice sent, please complete the section below in full:

Centre Number ☐☐☐☐☐☐☐ Customer order number _____

If this section is incomplete we cannot process your order

C Credit/debit cards

SQA accepts Mastercard, Visa, Delta and Switch. Please complete the following details in full:

Type of card (please tick) Mastercard ☐ Visa ☐ Delta ☐ Switch ☐

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry date ☐☐☐☐ Issue number or start date (Switch only) ☐☐☐☐

Daytime telephone number: _____ Total charge **£** _____

Please debit my card as detailed above

Signature **Date**

If delivery address is different from cardholder's address please tick this box ☐

For SQA use only

Received date/order number
Product sent on
Customer advised of delay
Invoice raised on
Receipt sent on
Cheque banked on
Order request filed on

Thank you for your order. Please send this completed form to:

Scottish Qualifications Authority
Customer Contact Centre
Hanover House
24 Douglas Street
Glasgow G2 7NQ

Tel: 0845 279 1000
Fax: 0141-242 2123

Delivery will normally be within 28 working days. We will advise you of any delay.