**Order Form**

This order form is only for payment via BACs or cheque. If you prefer you can pay using a school credit card or school PayPal account at [**www.nicholawilkin.com**](http://www.nicholawilkin.com), in which case please do not submit this form.

**Your details**

|  |  |
| --- | --- |
| **Your Name:** |  |
| **Job Title:** |  |
| **Email address:** |  |
| **Your telephone number:** |  |

**Recipients details:** (if different from above)

|  |  |
| --- | --- |
| **Their Name:** |  |
| **Job Title:** |  |
| **Email address:** |  |

**Please note, the units and invoice will be sent via email so if you do not include your email address we cannot process your order.**

**School details**

|  |  |
| --- | --- |
| **School Name:** |  |
| **School address:** |  |
| **School Postcode:** |  |
| **Finance telephone number:** |  |

**Order Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purchase Order Number:** |  | **Date of the order:** |  |

**I would like to order the following:**

|  |  |
| --- | --- |
| **Description** | **Price** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total price:** | £ |

**Payment terms:**Cheques made payable to “Nichola Wilkin Ltd.” should be sent the address shown below. BACS payments also accepted and our bank details will be displayed on the invoice sent when we receive your order. All payments should be made within 30 days of the date of the invoice to avoid a late payment charge. We are a small company and are below the VAT threshold so you will not be charged VAT on this transaction.

**Terms and Conditions:**

To read our Terms and Conditions for using our resources please refer to our website [**https://www.nicholawilkin.com/terms**](https://www.nicholawilkin.com/terms)