

Standards Instructions

1. APPLICATION FORM

Please complete the attached Standards Application form stating clearly which standard you want to purchase and return to us with payment by e-mail (CPASHELPDESK@chequeandcredit.co.uk)

- 1) Standards dispatched via e-mail are created in PDF format. To open/read the standards you will need to use "Adobe ACROBAT Reader" which you can download FREE off the Internet <http://www.adobe.co.uk/products/acrobat/readstep2.html>.
- 2) Anyone requesting a paper copy of a Standard **will incur** postal charges – **First class postage & packaging** will be added to the cost of purchasing within the UK, Europe and Overseas Countries (unless otherwise stated)
- 3) Anyone requesting Standards via e-mail **will not** incur postal charges

2. PAYMENT METHOD

Please note that I need to be in receipt of payment before the standard(s) can be released

Payment Options (attached)

1. Cheque
2. BACS transfer
3. Credit/debit card

Note 1: As from the 4th January 2010 the VAT rate is 20%

Note 2: Companies outside the UK are **NOT** liable to pay VAT

Note 3: When payment is received a receipted invoice will be mailed/emailed for your records

Note 4: If an invoice is required before goods are delivered one is available on request.

Note 5: Cheques should be made payable to "Cheque & Credit Clearing Company Ltd"

3. LIST OF STANDARDS (Non-Confidential)

This List gives a brief description of the standard(s) and subscription charges.

Annual renewal thereafter is charged at 50% of the initial subscription price, plus any overseas postal charge.

4. TIME TAKEN

E-mail copies:

Dispatched within a couple of days or the same day (if urgent) as long as payment has been received

Paper copies:

Dispatched within a week as long as payment has been received

(PLEASE COMPLETE AND RETURN TO CPAS HELPDESK AT THE ABOVE EMAIL ADDRESS)

The standards published by C&CCC are available on a subscription basis from the Standards Unit. Subscribers are included on a mailing list and advised of changes to the standards as they are published. A subscription enables suppliers to bank systems, consultants and other interested parties to be kept aware of the precise current status of the standard(s) with which they may be particularly interested.

Application Form



DT 020 3217 8279
F 020 7488 3397
CPASHELPDESK@chequeandcredit.co.uk

Name: _____
 Company: _____
 Address: _____
 Postcode: _____
 Telephone (not mobile): _____ Facsimile: _____
 E-mail: _____
 Date: _____ Signature: _____

I wish to subscribe to the following standards:

Standard #	Price: £	Quantity:	Total Value: £
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£
	£		£

- GOODS DESPATCHED ON RECEIPT OF PAYMENT : **Methods of payment detailed on page 2**
- PURCHASE ORDER # _____
- Overseas Subscriber's VAT #: _____

METHOD OF DELIVERY		Total Value of Standards Ordered	£
PAPER	ELECTRONIC		
		UK VAT (20%)	VAT for Overseas companies - zero rated £
Electronic delivery preferred for speed and efficiency		Postage and Packing	£
		GRAND TOTAL	£

A receipted invoice will be forward for your records

To be completed by C&CCC

Standards Subscription Number: