

Application Form

DT 020 3217 8508
F 020 7488 3397
CPASHELPDESK@chequeandcredit.co.uk

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 we need to be in receipt of payment before the standard(s) can be released

Payment Options (attached)

1. Cheque
2. BACS transfer

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. 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 THE BELOW APPLICATION FORM AND RETURN TO CPAS HELPDESK AT THE ABOVE EMAIL ADDRESS



Cheque & Credit Clearing Company

Application Form

DT 020 3217 8508
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CPASHELPDESK@chequeandcredit.co.uk

Name: _____

Company: _____

Address: _____

Postcode: _____

Telephone (not mobile): _____ Facsimile: _____

E-mail: _____

Date: _____ Signature: _____

I wish to purchase the following standards:

Standard #	Price: £	Quantity:	Total Value: £

- ☛ **GOODS DESPATCHED ON RECEIPT OF PAYMENT : *Methods of payment detailed on page 3 below***
- ☛ **PURCHASE ORDER #** _____
- ☛ **Overseas Subscriber's VAT #:** _____

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

A receipted invoice will be forward for your records



Payment Methods

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Please forward payment for standards ordered using whichever of the following payment method is convenient to you:

BANK TRANSFER (ALL BANK CHARGES TO BE MET BY THE REMITTER)

[Charges per transaction are between £6 - £12.00 – please check charges with your Bank]:

Bank: National Westminster Bank plc
 Finsbury Square Branch
 78 Finsbury Pavement
 LONDON EC2A 1JA

Bank Identification Code: NWBKGB2L
 Account No.: 08310327
 Sort Code: 60 08 23
 Account Name: UK Payments Administration Limited
 IBAN No.: GB74 NWBK 6008 2308 3103 27

When sending a payment via bank transfer could you please insert where it says “reference to remitter” either the “Proforma Number or Invoice Number”

CHEQUE

Please make cheques payable to **Cheque & Credit Clearing Company Ltd**

UK PAYMENTS USE ONLY

Accounts Postings

Sales A/c in Nominal Ledger							£							
VAT	3	1	0	8	0		£							
Total cash	2	0	0	0	0		£							
UK Payments Unit	STANDARDS													
Signature														