|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Delivery Address | | Invoice/Delivery Address | | |
| Name: | | Company Name: | | |
| Address: | | Department: | | |
|  | | Contact Name: | | |
|  | | Address: | | |
|  | |  | | |
| Post Code: | | Post Code: | | |
| Country: | | Country: | | |
| Day Tel No: | | Tel No: | | |
| E-Mail: | | Email: | | |
| Publication Required | Quantity | | Price per unit | TOTAL |
|  |  | |  |  |
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| Delivery Notes | | | **Carriage Call for Quote** |  |
| **Total Cost** |  |

#### C:\Users\HOLDFIELD\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NQ91C05R\MP900386763[1].jpg...................................................................................................................................................................

#### Payment Information

### Bank Transfer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Sum of | GBP | Was transferred  on | / /20 | Bank & Reference |  |

### Credit Card Payment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Amount to be charged GBP | |  | | | | | | | | | | | | | | | | | | |
| Please debit my Mastercard/ Visa/ Connect/ Solo/ AMEX/ Switch No | |  |  | |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |
| Valid From | |  | |  | | | Security Number (on reverse of card) | | | | | | | | |  | | | | |
| Card Expiry Date | |  | |  | | | Issue Number (Switch/Solo) | | | | | | | | |  | | | | |
| Card Holders Name  (As it appears on card): |  | | | | | | | | | | | | | | | | | | | |

**Please return to** [**publishing@rrc.co.uk.rrc.co.uk**](mailto:publishing@rrc.co.uk.rrc.co.uk)

## Company Details

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | RRC International  27-37 St Georges Rd  London SW19 4DS  United Kingdom | Telephone:  Fax:  E-mail:  Web: | +44 (020) 8944 3100  +44 (020) 8944 7099  [publications@rrc.co.uk](mailto:publications@rrc.co.uk)  www.rrc.co.uk |
| Company Name: | The Rapid Results College Ltd T/A RRC International |  |  |
| Company Registration Number: | 2874974 | VAT Number: | 176 4163 95 |

## Delivery – Printed Materials

* **UK**: Delivery will be within 10 working days of the receipt of your order. Delivery is by courier and can be either to your home or work address. A signature will be required so please supply an address that will be occupied during office hours (Monday – Friday, 8am to 6pm).
* **Overseas:** Delivery is by courier and delivery times are dependent on your location. Please contact RRC for more information

## Carriage

Carriage is chargeable on the dispatch of printed materials – Please call for a quote.

## Methods of Payment

All payments to be made in GBP (pounds sterling). You can use any of the following methods of payment:

1. Payment in full by cheque or bankers’ draft made payable to RRC.
2. Payment in full by charging your MasterCard/Switch/Visa/Solo/Connect Card/American Express.
3. Invoice: UK registered companies only. Please attach to your application form an official purchase order/letter confirming your employer’s authorisation. Terms of payment are 30 days from invoice date.
4. Bank Transfer- The full fee must be remitted including bank charges payable by the sending and receiving bank.

#### RRC Bank Details

|  |  |
| --- | --- |
| Bank: | National Westminster Bank |
| Branch and Address: | Bloomsbury Parr’s Branch  P O Box 158  214 High Holborn  London WC1V 7BX  United Kingdom |
| Account Name: | The Rapid Results College Ltd T/A RRC International |
| Account Number: | 37761145 |
| Sort Code: | 60-30-06 |
| Swift Code: | NWBKGB2L |
| IBAN Number: | GB51NWBK60300637761145 |
| Remittance Address: | RRC International  27-37 St Georges Rd  London SW19 4DS  United Kingdom |

## Cancellations

We are confident that you will be delighted with your materials but, if you are not, you can cancel under the following terms.

* Printed Materials – Returned Within 14 days   
  A refund of the full fee (excluding postage and packing) is obtainable for returns received in good condition within 14 days following the dispatch of the goods.
* E-mail – Returns Within 7 Days  
  A refund of the full fee is obtainable for returns received up to 7 days following RRC e-mailing the goods or access password, subject to a written confirmation that all copies have been destroyed.