|  |  |
| --- | --- |
| 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 | **CarriageCall 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**

## Company Details

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | RRC International27-37 St Georges RdLondon SW19 4DSUnited Kingdom | Telephone:Fax:E-mail:Web: | +44 (020) 8944 3100+44 (020) 8944 7099publications@rrc.co.ukwww.rrc.co.uk |
| Company Name: | The Rapid Results College LtdT/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 BranchP O Box 158214 High HolbornLondon WC1V 7BXUnited 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 International27-37 St Georges RdLondon SW19 4DSUnited 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.