STAFF / STUDENT ORDER FORM

BILLING DETAILS

Name (Mr/Mrs/Ms)……..Purchase Order Number.....

Establishment Name.....

Address.....

.....Post code.....

Telephone No. ..... E-mail Address.....

PLEASE TICK: Deliver to Billing address above ☐ **OR Delivery address below** ☐

DELIVERY DETAILS

Name (Mr/Mrs/Ms)……..

Establishment Name.....

Address.....

.....Post code.....

Telephone No. ..... E-mail Address.....

QTY	GOODS DESCRIPTION	PRODUCT REF	ITEM PRICE	TOTAL PRICE

ADD £6* EX. VAT POSTAGE & PACKING (PLEASE NOTE – VAT IS APPLICABLE TO THIS CHARGE) Delivery charge for pianos to non-educational address @ £25* ex.vat. *Applies to UK mainland only	
SUB TOTAL	
ADD VAT AT THE CURRENT RATE (15%)	
TOTAL	

METHODS OF PAYMENT

BY CHEQUE

Please make cheque payable to "Music Village" and put the following information on the reverse side:

- Cheque Card Number
- Cheque Card Expiry Date
- Home Address or Address where card is registered
- Card Limit
- Send to: Music Village, Chesham House, Chesham Close, Romford, Essex, RM7 7PJ.

PLEASE PHOTOCOPY THIS FORM AND ISSUE IT TO ANY INTERESTED PARTIES