DIRECT ORDER FORM

TO THE SUPPLIER

Company _____

Sales contact _____

Address _____

_____

_____ Postcode _____

Date and time of telephone order

_____

Order number _____

Dispatch reference number _____

CUSTOMER DETAILS

Name_____

Address_____

_____

_____ Postcode _____

Daytime telephone number_____

Fax number_____

Email address_____

DELIVERY DETAILS

Delivery address _____

_____

_____Postcode

Agreed delivery date _____

Terms of warranty/money back/

returns policy _____

PAYMENT DETAILS

Tick method of payment

❏ Credit card

❏ Cheque

❏ Debit card

❏ Postal order

❏ Purchase order

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PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER

1. Call your suppliers and check all specifications, prices and terms.
2. Fill in the correct details on the Direct Order Form.
3. Mail or fax the form direct to your supplier.
4. Send a copy to *Computer Shopper* for the chance to win a fantastic prize.
5. Keep a copy for yourself.

PLEASE SUPPLY THE FOLLOWING GOODS/SERVICES:

QUALITY	DESCRIPTION	UNIT COST	TOTAL £

FAX THIS FORM TO 020 7907 6304 WHEN YOU ORDER FROM SHOPPER FOR A CHANCE TO WIN A FANTASTIC PRIZE!

See the Direct Order Form inside the magazine for details

Sub total

Discount

Carriage

Surcharges

VAT

TOTAL

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