

Direct Order Form

TO THE SUPPLIER

Company
Sales contact
Address

Postcode

Date and time of telephone order

Order reference number (if quoted)

Despatch reference number

CUSTOMER DETAILS

Name _____
Address _____

Postcode
Daytime telephone number

Fax number _____

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

CREDIT CARD DETAILS

Credit card company

Card number

Start date

Expiry date

Signed _____

Date _____

Use this form when ordering by mail, fax or for telephone order confirmation.

Before you send it, try to obtain two customer references from the company.

If you're sending the form by mail, don't forget to keep a photocopy.

PLEASE SUPPLY THE FOLLOWING GOODS/SERVICES:

[illegible]

Sub total	
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Discount	
----------	--

Carriage	
----------	--

Surcharges	
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Vat	
-----	--

TOTAL

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IN COMPUTER SHOPPER

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PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER