



ServeWise Materials Order Form

For orders from the licensed trade and general public



Organisation			
Contact name		Contact phone number	
Delivery name and address to which materials should be sent			
Purchase Order Number (if appropriate)		Date order placed	
Office Use Only			
Date order dispatched		Initials	

Item	Description	Price	Quantity	Sub-Total
ServeWise Personal Licence Holder's Guide *	This book would be of interest to those wishing detailed information about the Licensing (Scotland) Act 2005 in an easy-to-read format. The Guide is supplied to all candidates attending the Certificate for Scottish Personal Licence Holders offered by City & Guilds and ServeWise and supports both the 7104-01 On Sales & 7104-02 Off Sales courses.	£9.99		
Workbook for Staff of Licensed Premises *	An ideal tool for Personal Licence Holders to use to train staff under the Licensing (Scotland) Act 2005. The Workbook covers the information required by law and includes details of other areas relevant to licensed premises. The Workbook for Staff supports the City & Guilds 7104-03 Certificate for Staff Working in Scottish Licensed Premises.	£5.99 each. • 10% discount on orders of 50 – 99 • 15% discount on orders of 100 or more.		
ServeWise Refusals Books	For staff of licensed premises to record instances where they have refused service. Can be used to prove due diligence.	£3.50 each		
"How Not to Lose your Licence"	Written by accredited licensing specialist Tom Johnston this book gives the licensed trade a plain English guide through the potential minefields of the Licensing (Scotland) Act 2005.	£25 each		
Number of items ordered	Delivery charge*	Total No. of Items		
Up to 3 items	£2	DELIVERY CHARGE		
4 to 6 items	£3	TOTAL COST		
7 to 9 items	£5			
10 to 12 items	£6.50			
13 or more items	£8.50			

Payment Options:				
Cheque: Please enclose a cheque with your Order Form and post to the address given. (Cheques are payable to 'Alcohol Focus Scotland')				
Debit Card: No fee. Credit Card: if under £100 (£2.00 admin charge), if over £100 (2.5% of total transaction)				
Card Type:	Credit <input type="checkbox"/> Debit <input type="checkbox"/>	Card Number:		
Valid from Date:		Expiry Date:		Issue No.
Security No. (Last 3 digits next to signature on back of card)				
Name of Cardholder: (As it appears on card)				
Address of Cardholder: (If different from delivery address)				

Please return to:

The ServeWise Administrator, Alcohol Focus Scotland, 166 Buchanan Street, Glasgow G1 2LW
E-mail as an attachment to servewise@alcohol-focus-scotland.org.uk. Fax: 0141 333 1606

* Also available from Amazon.co.uk
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