

## ServeWise Materials Order Form

For orders from the licensed trade and general public

<b>Contact name</b>	<b>First &amp; Surname.</b>	<b>Organisation</b>	<b>Organisation.</b>
<b>Delivery Name &amp; Address</b>		<b>Contact phone number</b>	Please include dialling code
<b>FIRST LINE OF ADDRESS.</b> Town. Region Post Code			
<b>P O Number (if applicable)</b>	<b>Purchase order No.</b>	<b>Date order placed</b>	DD/MM/YYYY
<b>Office Use Only</b>	<i>Date order dispatched</i>	<i>Initials</i>	

Item	Description	Price	Quantity	Value																				
<b>Workbook for Staff of Licensed Premises *</b>	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.	<b>£5.99 each</b>  Discount: 10% off 50-99 15% off 100+																						
<b>Personal Licence Holder's Guide *</b>	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 City & Guilds Scottish Certificate for Personal Licence Holders (SCPLH) and SCPLH Refresher courses.	<b>£9.99 each</b>																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center;">Postal Charges</th> </tr> <tr> <td style="width: 25%;">Staff Workbooks</td> <td style="width: 25%;">Post Office charge</td> <td style="width: 25%;">Guidebooks</td> <td style="width: 25%;">Post Office charge</td> </tr> <tr> <td style="text-align: center;">1 - 4</td> <td style="text-align: center;">£3.00</td> <td style="text-align: center;">1</td> <td style="text-align: center;">£2.00</td> </tr> <tr> <td style="text-align: center;">4 - 12</td> <td style="text-align: center;">£4.50</td> <td style="text-align: center;">2</td> <td style="text-align: center;">£4.00</td> </tr> <tr> <td style="text-align: center;">13 +</td> <td style="text-align: center;">£9.00</td> <td style="text-align: center;">3 +</td> <td style="text-align: center;">£9.00</td> </tr> </table>			Postal Charges				Staff Workbooks	Post Office charge	Guidebooks	Post Office charge	1 - 4	£3.00	1	£2.00	4 - 12	£4.50	2	£4.00	13 +	£9.00	3 +	£9.00	<b>Total No. of Items</b>	
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<b>Delivery Charge</b>																								
<b>Admin charge</b>																								
<b>Total</b>																								
<p>* Also available from <b>amazon.co.uk</b></p>																								

<b>Payment Options</b>				
<b>Cheque:</b> Please enclose a cheque with your Order Form and post to the address given. (Cheques are payable to 'Alcohol Focus Scotland')				
<b>Debit card:</b> No fee. <b>Credit card:</b> if under £100 (£2.00 admin charge), if over £100 (2.5% of total transaction)				
<b>Card type:</b>		<b>Card number:</b>		
<b>Valid from date:</b>		<b>Expiry date:</b>	<b>Issue No.</b>	
<b>Security No.</b> (last 3 digits next to signature on back of card)			<b>Cardholder address if different from above:</b>	
<b>Name of cardholder:</b> (as it appears on card)				

**Please return to:**

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