Elsa-Support Ltd Order Form

Please **fully complete** this form for all credit account requests to pay by BACS or Cheque.

If you prefer to pay by credit/debit card, please place your order directly online at: [www.elsa-support.co.uk](http://www.elsa-support.co.uk)

Please note that there is a **£20 minimum order value** for all credit purchases. Our terms of payment are strictly **net 30 days**.

|  |  |
| --- | --- |
| **Name:** |  |
| **School:** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Order Contact email address:** | *Who do we send the download link(s) to?* |
|  |
| **Finance dept. email address:** | *Who do we send the invoice to?* |
|  |
| **Order Number:** | ***We cannot accept credit orders without an official purchase order number*** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description** | **Price** | **Quantity** | **Total** |
|  |  | £ |  | £ |
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|  |  | £ |  | £ |
| £ |

Please email your completed order form to: [info@elsa-support.co.uk](mailto:info@elsa-support.co.uk)

An email containing the links to download your resources will be sent to the order contact email address, and a

separate email with your invoice will be sent to the finance dept. email address that are specified on this form.

The tax invoice will contain all necessary contact and payment information.

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