

# FUNDING VERIFICATION INFORMATION FOR EDUCATIONAL ESTABLISHMENTS

# EDUCATION CATALOGUE ORDER FORM

Please complete the form below and return this along with your purchase order to Microlink. Please note that this will allow us to open a 30 account for your school with an initial credit limit of £300. *This form is available for download @ [www.microlinkpc.com](http://www.microlinkpc.com)*

Schools unique reference number	
Type of establishment (college, independent school, state school, etc)	
Name of local authority	
Head Teacher	
Head Teacher's signature	
Name of school	
Address	

## SIMPLY PLACE AN ORDER:

### OVER THE PHONE:

#### Our phone lines are open:

Monday to Friday 9am – 5.30pm

Free phone from a landline: 0800 999 2620

Discounted rate from a mobile  
(free if you have inclusive minutes  
with your contract): 0330 555 0999

### WE ACCEPT:

**Cheques:** please make payable to:  
MICROLINK PC UK LTD

#### And send to:

Microlink PC UK LTD  
Microlink House, Brickfield Lane  
Chandlers Ford, Hampshire SO53 4DP

**Credit Cards:** cards accepted are:



### TO RECEIVE AN INVOICE:

(mainly for schools/local authorities)

Please send us an official purchase order

FAX to: (023) 8024 0310

Email: [csa@microlinkpc.com](mailto:csa@microlinkpc.com)

You can apply for credit by filling in our Funding Verification Form, which can be found on the back of the order form or can be downloaded from our website [www.microlinkpc.com](http://www.microlinkpc.com)

### DELIVERY:

#### Mainland UK

Small Orders up to a value of £60 can be sent 1st Class Recorded Mail for £3.95 including VAT

Orders between £60 and £500 can be delivered by a courier for £7.50 plus VAT

Large orders over £500 please contact us but usually these are charged at £20 plus VAT

#### Outside Mainland UK

Northern Ireland, Isle of Man, Channel Islands, Scottish Highlands and Islands

We offer a 2 day courier service for £20 plus VAT per 10kg. Please contact us for prices on greater weights to these destinations.

#### EU and Rest of the World

Please call for a quote on delivery based on the items you are purchasing

*Most goods will need to be signed for – please bear this in mind when supplying a delivery address. If your items are in stock we pride ourselves in offering you a next working day delivery for your order.*

### IMPORTANT NOTICE REGARDING PRICES:

Microlink reserves the right to change prices and specifications without notice.

All prices exclude VAT where applicable.

Prices were correct as of November 1st, 2010.

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