



Cert. No. GB17229

Pet&r

Personnel, Equality, Training and Recruitment

Resource Order Form

Name:.....

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Telephone:.....

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Organisation Name:.....

Organisation Address:.....

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Contact name for Invoice:.....

Payment: On receipt of payment, orders will be sent to the e-mail address on the form in the form of PDF attachments. These can be downloaded and saved to your computer.

All prices are exclusive of VAT at the standard rate. VAT invoices will be sent with downloads.

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I have read and agree the terms as printed on this form.

Please return the form and payment to:
Lynne Hammond, Pet&r
6 Fen Moor Close, Hemlington
Middlesbrough TS8 9RQ

Please invoice my organisation.

I wish to pay by cheque made payable to Pet&r LLP

Purchase order number

Resource Title	Unit Cost	Number	Total
1. Practical Simplicity Guide to Starting a Business	£15.00
2. Practical Simplicity Guide to Policy and Procedure Development for Sm. Bus.	£15.00
3. Practical Simplicity Guide to PQQ's and Tender Documentation Preparation	£10.00
4. Practical Simplicity Guide to Environmental Responsibility for Sm. Bus.	£15.00
5. Practical Simplicity Guide to Corporate Social Responsibility for Sm. Bus.	£10.00
6. Practical Simplicity Guide to Event Management	£15.00
7. Practical Simplicity Guide to Fam Trips and Venue Site Inspections	£7.50
8. Practical Simplicity Guides 6 & 7 combined (saving £2.50)	£20.00
9. Practical Simplicity Guide to Helping the Planet (Green is the New Black)	£15.00
10. Practical Simplicity Guide to Equality, Diversity and Social Inclusion	£20.00
TOTAL (exclusive of VAT @ 20%)	

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