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**Early Talk Training Materials Order Form**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **YOUR ORDER** |  | Unit price | Qty | | Total | | Supporting Communication and Language - Participant Book | | £20 |  | **4** | | | Working with Under 3s - Participant Book |  | £20 |  |  | | | Working with Parents - Participant Book |  | £20 |  | **4** | | | Early Talk Toolkit |  | £85 |  | **1** | | | Early Talk Supportive Accreditation - Pre-School Setting Manual |  | £250 |  |  | | | Early Talk Enhanced Accreditation - Pre-School Setting Manual |  | £250 |  |  | | | Early Talk Specialist Accreditation - Pre-School Setting Manual – please speak to Speech and Language UK | | | | | | | **Promotional materials** |  | | | | | | Early Talk 0-5 promotional leaflet pack (25 leaflets) |  | free |  |  | | | **UK Postage\***(please remove as appropriate) |  |  |  | £10 / £20 | | | **Grand Total\***  \***Postage**- Please add **£10** for orders under £1,000 and **£20** for orders over £1,000  For international orders please contact Speech and Language UK | | | |  | |    SPEECH AND LANGUAGE UK LICENSED TUTOR DETAILSTraining must be delivered by one of our approved Licensed Tutors/Mentors. We will not be able to process this order without the Licensed Tutor/Mentor’s details.Please ensure that you include the Licensed Tutor/Mentor’s name. If you do not know the number or organisation this can be left blank.  |  |  | | --- | --- | | Licensed Tutor/Mentor Name\* | Organisation (optional) |   **INVOICE DETAILS:** Payment for goods can be made by the Tutor/Mentor, the organisation receiving training or the organisation requisitioning training. Payment by  invoice (payment terms 28 days) is acceptable provided that the payer is a public sector organisation or someone to whom Speech and Language UK has already granted credit facilities.  If payment by cheque, goods will be sent once funds have cleared. Cheques can be made payable to ‘Speech and Language UK’.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name |  | | | | | Role | |  | | | Date |  | | | Purchase Order No. | | | |  | | | | | | | | | | | Will an official purchase order be issued by a 3rd party? | | | | | | | (please remove as appropriate) Yes / No | | | | | | | | Organisation name to appear on invoice | | | | |  | | | | | | | | | | Address | | |  | | | | | | | | | | | |  | | | | | | | | | | Postcode | | |  | | Phone | |  | | | | | Email | |  | | | | | | *If you would like to pay by credit card, please give us a call on 020 7843 2552.* | | | | | | | | | | | | | |   **DELIVERY INSTRUCTIONS** | | | | | | | | | | | | | | | | | |
| Name | | |  | | | | | | Role | |  | | | | |
| Organisation/School | | |  | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | Postcode | | | |  | |
| Phone |  | | | Delivery Deadline | | |  | | | Date of training | | | |  | |
| Delivery instructions | | | | |  | | | | | | | | | | |
| **CUSTOMER SIGNATURE** | | | | | | | | | | | | | | | |
| Signed | |  | | | | | | On behalf of | | | |  | | | |
| Name | |  | | | | Role | |  | | | | | Date | |  |

**Please return completed order form to:**

**EMAIL:** [info@speechandlanguage.org.uk](mailto:info@speechandlanguage.org.uk) **| POST: Early Talk, Speech, and Language UK, 31 Angel Gate, Goswell Road, London, EC1V 2PT | 020 7843 2515**