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 **Primary Talk Training Materials Order Form**

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| **YOUR ORDER** | Unit price | Qty | Total |
| **Primary Talk Supporting Communication Class Teacher Pack** (includes Talking Strategies 4-7 OR Talking Strategies KS2 and Supporting Communication Participant Book & Primary Talk Poster) | £55 | Talking Strategies 4-7 | Talking Strategies KS2 |  |
|  |  |
| **Additional Participant Book (includes Primary Talk Poster)** | £20 |  |  |
| **Talking Strategies 4-7 Year Olds** | £49.99 |  |  |
| **Talking Strategies KS2** | £49.99 |  |  |
| **Promotional Materials**  |
| **Primary 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* |  |

  LICENSED TUTOR DETAILSTraining must be delivered by one of our approved Licensed Tutors. We will not be able to process this order without the Licensed Tutor’s details. Please ensure that youinclude the Licensed Tutor’s name. If you do not know the number or organisation this can be left blank.

|  |  |
| --- | --- |
| Licensed Tutor Name\* | Organisation (optional) |

**PAYMENT DETAILS:** Payment for goods can be made by the Tutor, 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 | POST: Primary Talk, Speech and Language UK, 31 Angel Gate, Goswell Road, London, EC1V 2PT | 020 7843 2515**