

# ORDER FORM

## CACDP ONLINE DIRECTORY SUBSCRIPTION

### Your Details

Organisation Name:	<input style="width: 95%;" type="text"/>
Charity Number:	<input style="width: 95%;" type="text"/>
Contact Person:	<input style="width: 95%;" type="text"/>
Contact Address:	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
Tel:	<input style="width: 95%;" type="text"/>
Fax:	<input style="width: 95%;" type="text"/>
Textphone:	<input style="width: 95%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>

### Your Order

Annual Subscription Rates			
Charities	1-5 Users	£100	(R70/43/01)
	6-10 Users	£150	
Public Sector	1-5 Users	£250	(R70/43/02)
	6-10 Users	£400	
Private Sector	1-5 Users	£350	(R70/43/03)
	6-10 Users	£550	

Number of Users	Amount £
<b>TOTAL ORDER AMOUNT £</b>	

**(If you require more than 10 passwords/users or require access to the online Directory via your own Intranet, please contact CACDP to discuss your requirements)**

### Payment Details

Please tick as appropriate:

I enclose a **cheque** made payable to: **CACDP**

I enclose an **official purchase order** requesting an invoice.

Please **debit/credit my card**

Visa  Mastercard  Amex  Switch  Diner's Club

No

Expiry date   /   Issue No

Please complete this form, print and send with your chosen method of payment to:

**CACDP**

Durham University Science Park, Block 4, Stockton Road, Durham, DH1 3UZ

Tel: 0191 383 1155 Fax: 0191 383 7914 Textphone: 0191 383 7915

durham@cacdp.org.uk www.cacdp.org.uk

**CACDP Charity No: 1071662**  
**Data Protection Act 1998**

The information you provide may be used in connection with CACDP's assessments, awarding and registration processes, charitable activities, products services and events.

We will not disclose this information to any other person or organisation, except in connection with the above purposes. CACDP's Data Protection Statement is available from the CACDP website ([www.cacdp.org.uk](http://www.cacdp.org.uk)) or by contacting CACDP's Head Office.

Please tick this box if you DO NOT wish to receive further mailings in connection with CACDP's charitable activities, products, services and events

## **Terms and Conditions**

CACDP will deliver the goods ordered to the address given by you when placing the order.

For the avoidance of doubt all ownership in the goods shall at all times remain with CACDP until such time as full payment has been received by CACDP and in respect of any payment by cheque, where cheques have been presented and cleared.

Payment of the whole price for the goods must be sent with the order. If an invoice is required a purchase order must accompany it. Please note CACDP will not invoice for goods under £20.

Any queries regarding an order must be notified to CACDP within 7 days of the goods being received by you. No claims can be considered thereafter.

If you do not receive the goods, or receive the wrong goods, within the above timescale, CACDP shall have no liability to you unless you notify us within 40 days from the date you ordered them.

If on receipt of delivery, goods are unwanted CACDP will refund you, providing the goods are returned in good condition within 7 days of the goods being received by you. CACDP will not reimburse the postage costs for returning unwanted goods.

If on receipt of delivery, goods are damaged in the course of transit, CACDP will either replace the goods or issue a refund providing the damaged goods are returned within 7 days of despatch of the goods to you. CACDP will reimburse the postage costs for returning the damaged goods.