

ORDER FORM



Packs of “My Progress File” can be purchased at £5.75 per copy. Please complete and return the form below

CONTACT & INVOICE DETAILS	
SCHOOL	
ADDRESS	
TEL	
CONTACT	
EMAIL	

DELIVERY ADDRESS (if different to the above)	
ADDRESS	
CONTACT	

ORDER DETAILS			
Our Purchase Order Reference (if required):			
ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
MY PROGRESS FILE		£5.75	£
Delivery to one address up to 20		£8.00	£
Delivery to one address over 20 (subject to quantity)		£20.00	
Total Cost			£

The costs above are exclusive of VAT at 17.5%

You will receive an invoice from HCS once the packs have been delivered. Payment is due 30 days from date of invoice.

If you require your local authority to confirm the purchase then please send me your local authority order and disregard this document.