ORDER FORM

Women’s Aid publications & resources

Please note that all prices include VAT and postage and packaging unless marked otherwise.

How to order

Free resources

Some of our products do not require payment, in which case, please **only send Part 1** of this form to Ruth Willcocks, Women's Aid, PO Box 3245, Bristol, BS2 2EH, or [r.willcocks@womensaid.org.uk](mailto:r.willcocks@womensaid.org.uk)

**Paid for resources**

**Post**

Send **Part 1 – Your Order**, and **Part 2 – Payment** (with a cheque made payable to Women’s Aid Federation of England 0f applicable)to: Ruth Willcocks, Women's Aid, PO Box 3245, Bristol, BS2 2EH

**Email**

DO NOT INCLUDE ANY CARD PAYMENT DETAILS BY EMAIL.

* Send **ONLY Part 1** of the form by email to [r.willcocks@womensaid.org.uk](mailto:r.willcocks@womensaid.org.uk), and copy in [finance@womensaid.org.uk](mailto:finanace@womensaid.org.uk) if appropriate.
* Please include your mobile phone number, and a member of our finance team will call you to arrange payment.

**Invoicing**

We can also invoice you if you order by post or email – please see payment details at the end of this form. **Please be aware that there is a minimum order amount of £10 per order for us to raise an invoice, and that we will need Purchase Order Number from you to do this.**

Please do NOT send your credit/debit card details by email as Women's Aid cannot guarantee the security of your data if you do so.

Please note that we are unable to deliver large orders to PO Box numbers. If you wish to order more than 100 leaflets or two books, please supply an alternative delivery address. Orders can only be processed if an address is provided.

Part 1 – your order

Delivery details

|  |  |
| --- | --- |
| Name: | |
| Delivery address: | |
| Postcode: | |
| Email: | Telephone: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| rAISING AWARENESS & SUPPORT FOR SURVIVORS | | | | | |
| Code | Product | Size | Price | Quantity | Cost |
| WA/L/0004 | Leaflet: Domestic violence - The Myths | A5 | 70p |  |  |
|  | Love Respect Leaflet |  | £0.00 |  |  |
|  | Love Respect Poster | A3 | £0.00 |  |  |

|  |  |
| --- | --- |
| **SUBTOTAL** | |
| **Sub-total** |  |
| **P & P (if applicable)** |  |
| **Donation to Women’s Aid** |  |
| **Grand Total** |  |

Part 2 – Payment Details

|  |
| --- |
| I enclose a cheque/postal order made payable to Women’s Aid Federation of England. |

|  |  |
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| **Card payments**: please only fill in this section if you are ***posting*** your order to Women’s Aid. **Do NOT send your credit card details by email** as Women's Aid cannot guarantee the security of your data if you do so. | |
| Please debit my Visa/Access/Mastercard/Delta (please delete as appropriate) | |
| Name on card: | |
| Card no: | |
| Start date: | End date: |
| Issue no (if applicable): | Please debit my account by: £ |
| Signed (only required if form is being posted): | |
| Cardholders address if different from delivery address:  Address:  Postcode:  Telephone: | |

|  |
| --- |
| **Request an invoice**  If you require an invoice, please remember that there is a minimum spend of £10 for this option, and we need a purchase order number. Please add your PO here: |

A receipt will be dispatched with your order. Please allow 30 days for delivery.

Terms and conditions

* Goods will be delivered within 30 days unless agreed otherwise
* If for any reason goods are not in stock, you will be contacted by Women's Aid Federation of England. Either a refund will be arranged or, if requested, replacement items of the same value can be sent
* If you wish to cancel an order, contact r.willcocks@womensaid.org.uk as soon as possible. If the order has not yet been processed, any cheques/postal orders will be returned. If it has been processed, then a refund will be arranged
* If a refund or exchange is requested, you have seven days from the day of delivery to contact Women's Aid Federation of England and return the unwanted items. Refunds will be paid within 30 days of the date of cancellation
* Please note that all prices (except those specifically marked ‘p & p’) include postage and packaging.
* All data given will be used solely for the purposes of taking payment and/or fulfilling your order. Our full privacy policy is available to view on our website at: <https://www.womensaid.org.uk/privacy-cookie-policy/>

Free resources online!

Don’t forget, there are many more resources available to download for free from our website.

[www.womensaid.org.uk](http://www.womensaid.org.uk)