



Personnel, Equality, Training and Recruitment

# Resource Order Form

Name:.....

Address:.....

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Telephone:.....

E-mail (essential):.....

Organisation Name:.....

Organisation Address:.....

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Telephone:.....

Contact name for Invoice:.....

**Payment:** On receipt of payment, orders will be sent to the e-mail address on the form in the form of PDF attachments. These can be downloaded and saved to your computer.

All prices are exclusive of VAT at the standard rate. VAT invoices will be sent with downloads.

**Copyright:** All downloads are the copyright of Pet&r. They are for the use of the purchaser only or for use within their organisation. They are not to be photocopied or distributed to a third party.

I have read and agree the terms as printed on this form.

Please return the form and payment to:  
Lynne Hammond, Pet&r  
6 Fen Moor Close, Hemlington  
Middlesbrough TS8 9RQ

Please invoice my organisation.

I wish to pay by cheque made payable to Pet&r LLP

Purchase order number .....

Resource Title	Unit Cost	Number	Total
1. Practical Simplicity Guide to Starting a Business	£15.00	.....	.....
2. Practical Simplicity Guide to Policy and Procedure Development for Sm. Bus.	£15.00	.....	.....
3. Practical Simplicity Guide to PQQ's and Tender Documentation Preparation	£10.00	.....	.....
4. Practical Simplicity Guide to Environmental Responsibility for Sm. Bus.	£15.00	.....	.....
5. Practical Simplicity Guide to Corporate Social Responsibility for Sm. Bus.	£10.00	.....	.....
6. Practical Simplicity Guide to Event Management	£15.00	.....	.....
7. Practical Simplicity Guide to Fam Trips and Venue Site Inspections	£7.50	.....	.....
8. Practical Simplicity Guides 6 & 7 combined (saving £2.50)	£20.00	.....	.....
9. Practical Simplicity Guide to Helping the Planet (Green is the New Black)	£15.00	.....	.....
<b>TOTAL (exclusive of VAT @ 20%)</b>		.....	.....

Further titles will be added to the series so check out the website for new titles.



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