

**Resources order form**

Contact name	Official order number
Position	
School/College/Other	
Delivery address	Address for Invoice if different from delivery address
Postcode	Postcode
Tel No.	Fax
Email address	
Signature	Date

	Description	Unit size	Unit price	Order Qty	Total
1	my-work-experience.com data book	10 per pack	£10.00		
2	Teacher guide	1	£10.00		
3	Ten Top Tips <i>for Students</i>	25 per pack	£3.00		
4	Ten Top Tips <i>for Teachers</i>	25 per pack	£3.00		
5	Ten Top Tips <i>for Parents</i>	25 per pack	£3.00		
6	Ten Top Tips <i>for Employers</i>	25 per pack	£3.00		
7	Ten Top Tips <i>for keeping you safe</i>	25 per pack	£3.00		
8	Top Tips <i>for a successful interview</i>	25 per pack	£3.00		
9	Guide to Finding a Work Experience Placement Please ensure you supply email address above	1 pdf file	£20.00		
10	Work Experience Certificate Please ensure you supply email address above	1	£1.00		
11	My work experience log book	1	£2.00		
12	Keeping safe at work	1	£1.50		
13	Enterprise at work	1	£1.75		
14	Certificates - CD	1	£5.00		
15	My work experience in a flash	1	£35.00		
16	Diplomas at Work	1	£14.50		
17	my work experience Plus! Portfolio booklet	1	£2.00		
ORDER TOTAL					

Introductory Offer	Please send me all three work booklets for students with learning difficulties on sale or return for £8.64 (inc P&P). I understand that I may keep these free of charge, and receive free website registration, if I place an order for more work booklets to the value £10 or more within 30 days.	(Tick)
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PLEASE NOTE the following will be added to the order invoice:

VAT Rows 1 to 13 @ Zero rate, Rows 14 to 17 @ Standard rate

Postage and packing At cost

Post order to: my-work-experience.com Limited, 138a Harvey Clough Road, Sheffield, S8 8PG
Fax order to: 0871 2317204 **Email order to:** sales@my-work-experience.com