



Literacy, Books and Reading Team for Schools

Stationery and Publications Order Form

Item	Price for schools buying from our menu of services	Price for all other schools (including schools outside Suffolk)	Quantity	Price
Date Labels (105mm X 160mm) – per 100	£1.50 per 100 labels	£1.80 per 100 labels		
Labelling Materials				
Spine Labels <i>A4 sheets for use in printers: white, 105 labels per sheet</i>	35p per sheet	45p per sheet		
Colour Code labels in dispenser box <i>500 labels (all of one colour) per box Please indicate colour(s) and quantities required Grey [] Black [] Brown [] Orange [] Yellow [] Green [] Red [] Purple [] Pink [] Light Blue [] Dark Blue []</i>	£2.95 per box	£3.50 per box		
Clear Acetate Strips <i>To cover barcodes and labels: rolls of 1000</i>	£12.00 per roll	£13.00 per roll		
Publications				
Clue Finder Poster	£3.00	£3.60		
Clue Finder Poster - set of 2 laminated posters	£5.00	£6.00		
Subject Index for First and Primary Schools	£3.75	£4.50		
Clue Finder Booklet for First and Primary Schools	£1.50 (£1.20 each for 10+ copies)	£1.80 (£1.45 each for 10+ copies)		
Subject Index for Middle, High and Upper Schools	£6.00 (£5.00 each for 10+ copies)	£7.00		

ORDER TOTAL: £.....

Signed:.....

NB. All prices exclude VAT. VAT at 20% will be added to all items EXCEPT Subject indexes and clue-finder booklets, which are Zero rated for VAT. Schools outside Suffolk – a charge for delivery (by Royal Mail) will be added to your invoice. Delivery is free for schools in Suffolk.

Please complete this form and return it to your local LBRTS office

Lowestoft office

Schools Library Service
24 Hadenham Road
Lowestoft
NR33 7NF
T:01502 512816, Fax: 01502 512835

Ipswich office

Schools Library Service
3 Holywells Close
Ipswich
IP3 0AW
T:01473 263796, Fax:01473 263804

ORDER DETAILS

School Name:.....

School Address (only needed for schools outside Suffolk):.....
:.....

Your Order Number (optional):

For whose attention should we mark the parcel?

PAYMENT DETAILS

I attach a cheque for the sum of £ , made payable to “Suffolk’s Libraries IPS Limited”

OR

(Schools outside Suffolk – please choose the invoice option, as we will add a delivery charge (at cost) to your invoice.)

Please invoice my school for the sum of £ . (plus delivery charge for schools outside Suffolk).

Please note that for invoiced orders, there is a minimum order value of £7.50 (excluding VAT and delivery).

To whom should we address the invoice? :.....