



PRODUCT LITERATURE DISTRIBUTION

The British Association of Prosthetists and Orthotists (BAPO) provide a product literature distribution service via the BAPO Secretariat. This is open to all organisations wishing to directly target full members (Prosthetists and Orthotists) or Associate members (Technicians, Assistants and Students).

GUIDELINES

- Please complete the enclosed booking form and send it to the BAPO Secretariat by post, fax or email.
- Please provide your literature, already inserted into self-seal envelopes (with the envelopes left open) to the BAPO Secretariat.
- Packets that exceed 2nd class standard letter size will incur an additional postage charge.
- The Secretariat will confirm the receipt of your envelopes. Normally, your order will be processed within 48 hrs of receipt.
- The Secretariat will insert a disclaimer slip into each envelope, seal them and send by 2nd class post to your selected membership category.

Section	Approx No. of envelopes	Cost Excluding VAT	Cost Including VAT
All BAPO members and associates	700	£1519	£1882.80
Orthotists	600	£929	£1114.80
Prosthetists	450	£767	£920.40
Prosthetists & Orthotists- (combined)	620	£1141	£1369.20
Associate Technicians	60	£108	£129.60
Associate Assistants	30	£90	£108
Associate Students	55	£100	£120

Please note:-

- Requests for product literature circulation will be processed on a first-come-first-served basis.
- Acceptance of orders is at the discretion of BAPO.
- Credit facilities are not available to clients/agents placing their first order
- In the event of a cancellation, the client or agent will be asked to accept all legitimate charges raised at the discretion of BAPO.



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COMPANY DETAILS.			
Company Name			
Address for Correspondence			
Contact Name	Title	First Name	Surname
Telephone No:			Fax No:

Section	No. of envelopes	Cost Excluding VAT	✓
All BAPO Members and Associates	700	£1519	
Orthotists only	600	£929	
Prosthetists only	450	£767	
Prosthetists & Orthotists (combined)	620	£1141	
Associate Technicians	60	£108	
Associate Assistants	30	£90	
Associate Students	55	£100	

Weight of literature (single item)	Envelope size	Total postage cost for mailing (BAPO will provide)
		£

Cost of mailing + VAT	
Additional postage cost + VAT	
Total additional postage cost (incl. VAT) + cost of mailing (incl. VAT)	

AUTHORISATION	
Name of person placing this order:	Position
Signature:	Date
Intended Delivery Date of Literature to BAPO:	Date

THANK YOU FOR YOUR ORDER