Nottinghamshire County Council

County Supplies

Staff Purchasing Order Form

Name and Address	Delivery Address
Name	Name
Address	Address
Post Code	Post Code
Your Daytime Tel. No.	Delivery Point No. (If known)

Please deliver this order	I wish to collect this order

Product Description	Product Code	Qty	Price £ p	Total £ p

A Handling charge of £3.50 is payable for orders less than £30.00 if delivered to your home address.
Enclose your crossed Cheque/Postal Order made payable to NCC Supplies for the total amount.
Payment must accompany order.

Total Goods	
Handling Charge £3.50 (if applicable)	
TOTAL	

Your Department	

Your Employee No.	

DECLARATION. Please supply me with the above items under the terms and conditions of the Staff Purchasing Scheme.
I declare that I am an employee or elected member of Nottinghamshire County Council or Nottingham City Council.

Signed .....
Date .....

For CS use only	Cheque No.	DP	SO

County Supplies, Rolleston Drive, Arnold, Nottingham NG5 7JF **Tel (0115) 97 75640**