**Outdoor Maths Trail Order Form:**

Please complete this form - having read through our terms and conditions.

|  |  |
| --- | --- |
| **Name of Product / Resource** |  |
| **Order Date:** |  |
| **Delivery Date:** |  |
| **Cost:** (The cost is £450 plus p&p VAT\* )  \*postage is not normally more than £15.00 |  |
| **Your name:** |  |
| **Your job title:** |  |
| **Your email address:** |  |
| **School / College Name &**  **Address (including postcode):**  **School telephone number:** |  |
| **Delivery address if different from above:** |  |
| **Contact details for Invoice:**  **Email:** |  |
| **Please provide a Purchase Order Number (if applicable):** |  |
| **If payments are not made directly by your school please let us know here – eg if payments are made by the local authority / academy trust.** |  |
| **Mailing list consent:**  Do you consent to us contacting you in  the future with our half-termly newsletter and any offers and programmes for schools, which we feel are relevant to you? (we promise not to bombard you with emails and you can opt out at any time, please indicate yes or no) |  |
| **Data Protection and Privacy Policy:** | As Creatives will take good care of your personal data. We will only use your personal data for the purposes you have consented to. We will not reveal your identity and will keep your personal information secure. We will not pass on your information to Third Parties. This consent is optional and you have the right to ask us to update or remove your data from our records at any time. To do this you can use the “update my information” or “unsubscribe link” included in all emails we send you, or alternatively contacts us at 0151 708 8886 [www.ascreatives.com](http://www.ascreatives.com) [info@ascreatives.com](mailto:info@ascreatives.com) We have compiled a Privacy Policy that outlines our procedures concerning your personal data which can be found at [www.ascreatives.com/privacy/](http://www.ascreatives.com/privacy/) (or alternatively please ask if you’d like a copy of the policy  sent via email). |

Thank you for booking with As Creatives!

`

**Terms and Conditions:**

You can find our full terms and conditions at www.ascreatives.com/terms-conditions/

**Bookings:**

* Once the order form is returned your order is then confirmed in our diary and our cancellation policy comes into force.
* An Invoice will be sent during the week in which your order is posted out.
* Our payment terms are 30 days from date of issue. Failure to pay within this time frame may lead to interest being charged. We ask that if you are paying via your Local Authority or another body you notify us on the booking form above.

**Cancellations:**

* Once this order form has been returned you will be liable for any costs that we have incurred to prepare your trail if you cancel at any point. Receipts will be provided.
* Any cancellations made within 4 weeks of the order will be charged 50% of the fee.
* Any cancellations made within 14 days of the order date will be charged the full fee.

Please complete this form and email to jo@ascreatives.com

Thank you!