

## Study Guides Order Form - Centres

Please complete the order form (in BLOCK letters) and send it to the Institute, together with your remittance. The study guides will be despatched as soon as possible.

<b>Name:</b>	
<b>Address</b> (must be cardholders address):	
Country:	Postcode/ZIP:
<b>Centre Number:</b>	

**I am enclosing a remittance for (single or box):**

<input type="checkbox"/> £37.50 each Diploma	<input type="checkbox"/> £37.50 each Advanced Diploma
<input type="checkbox"/> £647.00 - <b>23</b> @ £28.13 Diploma	<input type="checkbox"/> £450.00 - <b>16</b> @ £28.13 Advanced Diploma

**Postage** (insert value below - see next page for rates for **single orders** or contact the Institute for a delivery quote for boxes)

£   .

In the form of:

**Cheque/Bankers Draft**

(payable to 'The Institute of Administrative Management')

**Debit card:**

Delta  Solo  
 VISA  Switch

*Switch only:*

*Issue No:*   /    
*Start Date:*   /

**Credit card:**

VISA  Mastercard

*Card No:*     /     /     /

*Expiry Date:*   /

*Security No:*    (Last 3 numbers on reverse of card)

Signature:

Date:   /   /

**Return to: Customer Services, IAM, 6 Graphite Square, Vauxhall Walk,  
 London, UK, SE11 5EE Fax: +44(0)2070912619 email: [info@instam.org](mailto:info@instam.org)**

*Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see [www.instam.org](http://www.instam.org)*

## Postage Rates

The rates below for all single orders are shown for Second Class (UK) and Airmail (Europe & International). If you require courier delivery to guarantee delivery within a certain timescale, please contact customer services for a quote.

### Single orders

	Diploma	Advanced Diploma
<b>UK</b>	£2.50	£2.50
<b>Europe</b>	£5.30	£5.30
<b>International</b>	£10.00	£10.00

### Bulk orders

Please note that all orders of 16 books and above will be delivered by courier. Please contact us for prices as these will vary depending on the quantity ordered.

### International postage rates for Single Orders cover all countries not listed below in Europe

Europe	
Albania	Kyrgyzstan
Andorra	Luxembourg (EU)
Armenia	Latvia (EU)
Austria (EU)	Liechtenstein
Azerbaijan	Lithuania (EU)
Azores (EU)	Macedonia
Balearic Islands (EU)	Madeira (EU)
Belarus	Malta (EU)
Belgium (EU)	Moldova
Bosnia Herzegovina	Monaco (EU)
Bulgaria (EU)	Montenegro
Canary Islands	Netherlands (EU)
Corsica (EU)	Norway
Croatia	Poland (EU)
Cyprus (EU)	Portugal (EU)
Czech Republic (EU)	Romania (EU)
Denmark (EU)	Russia
Estonia (EU)	San Marino
Faroe Islands	Serbia
Finland (EU)	Slovakia (EU)
France (EU)	Slovenia (EU)
Georgia	Spain (EU)
Germany (EU)	Spitzbergen
Gibraltar (EU)	Sweden (EU)
Greece (EU)	Switzerland
Greenland	Tajikistan
Hungary (EU)	Turkey
Iceland	Turkmenistan
Irish Republic (EU)	Ukraine
Italy (EU)	Uzbekistan
Kazakhstan	Vatican City State
Kosovo	