



Courses on Disk

Mastering your software

Tel: 01825 840686

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www.coursesondisk.com

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Title..... Contact name..... Position.....

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Course Title	Price	Quantity and version required				
		Office 2000	Office 2002	Office 2003	Office 2007	Office 2010
Practical Excel	125.00					
Advanced Excel	125.00					
Practical Word	125.00					
Practical PowerPoint	125.00					
Practical Access	125.00					
Advanced Access	125.00					
The MS Office Collection – each of the above six courses	300.00					
Practical Sage Line 50	125.00					
		Cost of courses ordered				
		Packing and shipment				9.95
		TOTAL excluding VAT				
		VAT @ 20%				
		TOTAL including VAT				

Please complete the above details and either fax this form to **01825 841266** or send it to **Courses on Disk** at the address below.

We will despatch your courses with an invoice. Review the courses to establish if they are relevant to your needs. If you decide to keep the courses, then please pay the invoice by cheque or BACS within 30 days of the invoice date. If you wish to pay by credit card, please telephone us on **01825 840686**.

If the courses are not what you are looking for, please return them to us within 15 days of receipt, and we will cancel the invoice – you will have nothing to pay.

Please sign and date the order below:

I have read the above terms and agree to them

Signature

Date

The White House, Eastbourne Road, Halland, East Sussex, BN8 6PS

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