

# Order Form



All urgent deliveries please call PBB to place your order

Practice Name:		
Date Ordered:	Ordered by:	Purchase Order No:
Tel No:		Email:
Delivery address:		Invoice Name & Address (if different)
Postcode:	Postcode:	
Is this order part of sharing scheme service: Yes / No		
If stocks are low, non-urgent orders may be placed on back order. In this instance an email notifying you of this, will be sent on receipt of your order.		

**REMEMBER TO ORDER: TYPING KITS – ADMINISTRATION SETS**

Product Description	Product Code	Unit Volume	Quantity

Comments / Special Requests

**Orders for overnight delivery must be received before 4pm Mon – Fri for next day delivery**

Delivery Choice (please circle your preferred delivery)  
**Next Day before 9am**      **Next Day before 10.30am**      **Next Day before 12 noon**      **Sat before 12 noon**  
 (please note before 9am/10.30am delivery subject to courier)

**FOR PBB USE ONLY**

Same Day Delivery Booking Ref No: \_\_\_\_\_ Courier Quote £ \_\_\_\_\_ (ex VAT)

No of Boxes \_\_\_\_ Total Cost of boxes £ \_\_\_\_\_ (£8.95 each) Total Cost (Courier & Boxes) \_\_\_\_\_ (ex VAT)

Courier Contact Initials \_\_\_\_\_ PBB Initials \_\_\_\_\_ Confirmed with Customer (insert time) \_\_\_\_\_

Booked with Courier (insert time) \_\_\_\_\_ ETA to PBB \_\_\_\_\_ ETA to Customer \_\_\_\_\_

For non-blood products when ordered separately wherever possible PBB will use Royal Mail standard postal service – please allow for 1 – 3 days for delivery. If required more urgently, please select one of the above courier options

**All products must be unpacked and checked on receipt of order and any damage reported to PBB immediately.**  
 We are unable to accept return of any refrigerated or frozen products unless the problem has been identified with the courier at the point of delivery. If you are VAT exempt, please provide a copy of your certificate.

Shaded areas to be completed by PBB Staff

Time order taken/received: \_\_\_\_\_ Staff Initials \_\_\_\_\_ Passed to Distribution \_\_\_\_\_

Account Number: \_\_\_\_\_ Date Orderwise updated: \_\_\_\_\_ PBB staff: \_\_\_\_\_