

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	Blood products only indicate for case/ stock

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 £ _____ (£9.25 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: _____