



International Professional Security Association

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Publications Order Form – UK Orders

Name: _____

Company: _____

Phone Number: _____

E-mail: _____

Address: _____

Post Code: _____

ITEM NAME	Price per unit (Non-IPSA Member)	Price per unit (IPSA Member)	Number of units required	Cost
Security Instruction and Guidance Manual	£109.00	£98.00		
Training Précis for Security Guards and Supervisors	£27.50	£22.50		
Inspectors Guidance Manual "The Thirty Nine Steps"	£60.00	£40.00		
UV Identilite – keyring size ultra violet LED light for checking ID	£7.14	£6.42		
Pocket size ultra violet tube light - uses 4 AA batteries (not supplied)	£10.20	£9.18		
IPSA Security Notebooks (min. order 5)	£1.50	£1.32		
IPSA Clear Plastic Notebook Covers (min. order 5)	£0.96	£0.84		
IPSA Dark Blue Leather Notebook Covers	£4.08	£3.66		
IPSA Umbrella	£17.88	£15.30		
IPSA Tie	N/A	£12.72		
IPSA Car Window Sticker	N/A	£1.02		
IPSA Lapel Badges	N/A	£1.50		
British Standard BS7499:2007 (Guarding)	£156.00	£140.40		
British Standard BS7858:2006 + A2:2009 (Screening)	£136.00	£122.40		
British Standard BS7960:2005 (Door Supervisors)	£96.00	£86.40		
British Standard BS7984:2008 (Keyholding)	£136.00	£122.40		
British Standard BS8507-1:2008 (Close Protection)	£136.00	£122.40		
Other British Standards available (see IPSA website for pricing)				
Postage & Packing UK	See over	for costs		
			Total	£

Quote IPSA Membership Number (individual or company) if applicable: _____

PAYMENT METHODS (Please delete as appropriate)

Cheque: Please find enclosed a cheque for the sum of £ payable to "International Professional Security Association"

Invoice: Please invoice the above company for payment within 30 days (subject to credit account with IPSA)
 Your Purchase Order or Reference Number: _____

Credit Card:

Please charge the sum of £..... to my credit card

Card Type: Visa / MasterCard / Switch / Maestro / Solo (*delete as appropriate)

Card Number _____ Issue Number _____

Issue Date _____ Expiry Date _____

Name on card _____ Security No. (3 digits on back) _____

Signature of cardholder: _____ Date: _____

Please return completed forms by post or fax to office (details at top of page)

Terms and conditions (amended 4 January 2012):

Prices updated 4 January 2012.

Current prices are published at www.ipsa.org.uk. It is responsibility of the person placing the order to check that prices listed are still correct.

All prices listed in UK Sterling and include VAT (where applicable). Postage and packing is charged according to the following table:

Order value up to (incl. VAT):	Postage charge (UK):
£20.00	£ 5.40
£50.00	£10.20
£100.00	£13.20
£250.00	£18.00
Above £250.00	£24.00
	Postage charge (Overseas): contact IPSA office for a quote

UK deliveries are sent by Royal Mail post or UK Mail courier service. Orders are normally dispatched within 3 days of receipt of order. If items are required sooner, please contact us to check availability. An additional charge may be made to cover additional costs for faster delivery times.

Deliveries outside of the UK: Please ask for a quote for postage and packing (postage calculated using Federal Express worldwide rates).

Please send orders with either payment, credit card authorisation or company purchase order details to IPSA Publishing, Railway House, Railway Road, Chorley, England PR6 0HW. All orders less than £20.00 must include payment with order.

Orders over £500.00 incl. VAT paid by credit card will be subject to a 2.5% charge to cover fees charged by credit card companies.

Deliveries outside of the UK require payment or credit card authorisation before order is dispatched.

Our terms for payment by invoice is payment within 30 days.

Payment can be made by cheque, credit card details, cash or postal orders in UK Sterling only. Cheques to be made payable to International Professional Security Association.