



British Association of Prosthetists and Orthotists

PRODUCT LITERATURE DISTRIBUTION 2019

PRODUCT LITERATURE DISTRIBUTION

The British Association of Prosthetists and Orthotists (BAPO) provide a product literature distribution service via the BAPO Secretariat. This is open to all organisations wishing to directly target full members (Prosthetists and Orthotists) or Associate members (Technicians, Assistants and Students).

GUIDELINES

- Please complete the enclosed booking form and send it to the BAPO Secretariat by post, fax or email.
- Please provide your literature, already inserted into self-seal envelopes (with the envelopes left open) to the BAPO Secretariat.
- Packets that exceed 2nd class standard letter size will incur an additional postage charge.
- The Secretariat will confirm the receipt of your envelopes. Normally, your order will be processed within 48 hrs of receipt.
- The Secretariat will insert a disclaimer slip into each envelope, seal them and send by 2nd class post to your selected membership category.

SECTION	Approx No. of envelopes	Cost Exld. VAT	Cost Incl. VAT
All BAPO members and associates	700	£1557	£1868.40
Orthotists	375	£596	£715.20
Prosthetists	200	£350	£420.00
Prosthetists and Orthotists (combined)	575	£1170	£1404.00
Associate Technicians	40	£74	£88.80
Associate Assistants	20	£62	£74.40
Associate Students	100	£189	£226.80

Please note:-

- Requests for product literature circulation will be processed on a first-come-first-served basis.
- Acceptance of orders is at the discretion of BAPO.
- Credit facilities are not available to clients/agents placing their first order
- In the event of a cancellation, the client or agent will be asked to accept all legitimate charges raised at the discretion of BAPO.



British Association of Prosthetists and Orthotists
**PRODUCT LITERATURE
 DISTRIBUTION 2019**

PRODUCT LITERATURE DISTRIBUTION

COMPANY DETAILS			
Company Name			
Invoice/Correspondence Address			
Contact Name	Title:	First Name:	Surname:
Telephone No:	E-mail		

Section	Number of Envelopes	Cost Excl. VAT	
All BAPO Members & Associates	700	£1557	
Orthotists Only	375	£596	
Prosthetists Only	200	£350	
Prosthetists & Orthotists (combined)	575	£1170	
Associate Technicians	40	£74	
Associate Assistants	20	£62	
Associate Students	100	£189	

Weight of Literature (single item)	Envelope Size	Total Postage Cost for Mailing (BAPO will provide)
		£
Additional Postage Cost		
Additional Postage Cost + VAT		
Total Additional Postage Cost + VAT + Cost of Mailing		

Name of person placing this order	Position
Signature	Date
Intended delivery date of literature to BAPO	Date