



# British Association of Prosthetists and Orthotists Product Literature Distribution 2021

## 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).

***This can now be sent electronically to all members.***

### GUIDELINES

- Please complete the enclosed booking form and send to the BAPO Secretariat by post, fax or email.

#### POSTED PRODUCT LITERATURE

- 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.

#### ELECTRONIC PRODUCT LITERATURE

- An online viewing resource for the product literature must be available and a link sent to Secretariat with booking.
- Your electronic product literature will be shared on our website and social media.

SECTION	Approx No. of envelopes	Cost Excl. VAT	Cost Incl. VAT
All BAPO members and associates	700	£1604	£1924.80
Orthotists	375	£614	£736.80
Prosthetists	200	£360	£432.00
Prosthetists and Orthotists (combined)	575	£1205	£1446.00
Associate Technicians	40	£76	£91.20
Associate Assistants	20	£64	£76.80
Associate Students	100	£195	£234.00
Electronic (All Members)	N/A	£300	£360.00

#### 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.



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## PRODUCT LITERATURE DISTRIBUTION

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

Section	Number of Envelopes	Cost Excl. VAT	
All BAPO Members & Associates	700	£1604	
Orthotists Only	375	£614	
Prosthetists Only	200	£360	
Prosthetists & Orthotists (combined)	575	£1205	
Associate Technicians	40	£76	
Associate Assistants	20	£64	
Associate Students	100	£195	
Electronic (all members)	N/A	£300	



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## PRODUCT LITERATURE DISTRIBUTION *(continued)*

### POSTED PRODUCT LITERATURE

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

### ELECTRONIC PRODUCT LITERATURE

Cost	Amount
Cost	£
Cost + VAT	£
<b>Total Cost</b>	£

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

### ELECTRONIC PRODUCT LITERATURE

I have included an online viewing link to literature with booking *(please tick)*