



**To reduce the number of queries on your orders, please use the following.  
Every Order must contain the following information to be processed:**

Please complete **fully** and return to your account manager by email or fax

<b>Brief Description of Product</b> (including Quote Number or part numbers). If you do not have a quote number, please also send a print-off of the specification you need from the website or phone your Account Manager for a quote in addition to this form.	<b>Quote Number</b> <b>Brief Description</b> <b>Quantity</b> <b>Unit Price</b>
<b>Total Order Value</b> (including Freight) (Excluding VAT)	£
<b>Purchase Order Number</b>	
<b>GCAT Unique Reference Number</b> (URN) (if purchasing under GCAT)	
<b>Microsoft Software Enrolment Number</b> (VLEN)	4542146
<b>Full Invoice Address</b> (including Trading name)	
<b>Delivery Address</b> (including Trading name)	
<b>Do you have any Special Instructions for delivery</b> (please note these may be chargeable)	
<b>Name for Delivery</b>	
<b>Tel for Delivery</b>	
<b>Email address</b>	
<b>When are your next School Holidays? Will you be able to take delivery during this time?</b> (If No – please advise when you can take delivery?)	
<b>Would you like a quote to lease your equipment?</b>	
<b>If you wish to pay by credit card instead of being invoiced to Account please ALSO include all of the card details</b>	<input type="checkbox"/> Card Type: <input type="checkbox"/> Card Number: <input type="checkbox"/> Name on Card: <input type="checkbox"/> Expiry Date: <input type="checkbox"/> CSC Security Number (last 3 digits on the signature strip):

## Thank you for placing your order with Dell