



Dell Schools Order Form



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

Brief Description of Product (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.	<table border="1"> <thead> <tr> <th><u>Quote Number</u></th> <th><u>Brief Description</u></th> <th><u>Quantity</u></th> <th><u>Unit Price</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Quote Number</u>	<u>Brief Description</u>	<u>Quantity</u>	<u>Unit Price</u>				
<u>Quote Number</u>	<u>Brief Description</u>	<u>Quantity</u>	<u>Unit Price</u>						
Total Order Value (including Freight) (Excluding VAT)	£								
Purchase Order Number									
GCAT Unique Reference Number (URN) (if purchasing under GCAT)									
Microsoft Software Enrolment Number (VLEN)	4542146								
Full Invoice Address (including Trading name)									
Delivery Address (including Trading name)									
Do you have any Special Instructions for delivery (please note these may be chargeable)									
Name for Delivery									
Tel for Delivery									
Email address									
When are your next School Holidays? Will you be able to take delivery during this time? (If No – please advise when you can take delivery?)									
Would you like a quote to lease your equipment?									
If you wish to pay by credit card instead of being invoiced to Account please ALSO include all of the card details	<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