Order Form

Customer Service Number - *01257 425464*
Fax Back Number - *01257 426577*

MML OFFICE & EDUCATIONAL FURNITURE

Customer Name:	**Delivery Address** (if different):
Establishment Name:	
Address:	
	Town: **Post Code:**
	Telephone Number:
Town: **Post Code:**	**Special Delivery Instructions:**
Telephone Number:	
email:	**Your Order Number:**

Ref. Number	Product Description (including size, height, etc)	Colour/ Finish	Qty	Price Each	Total Value (£)	(p)

To Pay By Credit Card

Card Number																	
Start Date				Expiry Date													
Security Code				Switch Issue Number						Switch Valid From Date							

Delivery	**FREE**	
Total excluding VAT		
VAT @ apt rate		
Total Payable		

Order online...
MMLfurniture.co.uk
24hrs a day - 7 days a week

by phone...
01257 425464
Mon-Fri - 9am-5pm

by fax...
01257 426577
24hrs a day - 7 days a week

by post...
MML Furniture, Unit 129, Bradley Hall Trading Estate, Standish, Wigan. WN6 0XQ

or by e-mail...
orders@MMLFurniture.co.uk
24hrs a day - 7 days a week

VAT
All prices shown exclude VAT. For orders made from the UK VAT is added at the appropriate rate.

Payment Terms
All UK state schools, colleges, universities, public organisations and some registered charities are offered an account facility. Payment is strictly 30 days NET from the invoice date. We reserve the right to charge interest and/or late fees on any overdue accounts. Kindly note there is a credit limit on new accounts; the limit is set according to total order value and type of organisation. For private establishments/individuals, payment is required at the time of ordering.

Title of Goods
The ownership of goods will not pass to the purchaser until paid for in full and remains the property of MML Educational Furniture. We reserve the right to recover the goods in the event of non-payment

How to Pay
Account holders may pay invoices by cheque, credit card or BACS to reach us 30 days from the date of invoice. For private establishments/individual customers payment is required with order. We accept cheques, Visa Credit Cards, Visa Debit Cards, Visa Electron, MasterCard, Maestro, JCB Cards and American Express.

Cheques
should be made payable to 'MML Furniture' and posted to MML Office & Educational Furniture, 129 Bradley Hall Trading Estate, Bradley Lane, Standish, Wigan. WN6 0XQ.

Guarantee
We want you to be absolutely satisfied with your purchases from MML Educational Furniture. Our guarantee covers Quality, Satisfaction and Service. All our products meet our own high quality standards and comply with all relevant UK and EU safety legislation. Please see individual product guarantee details.

BACS
payments to 16-32-17 a/c number 10086541
Remittance advices to: accounts@mmlfurniture.co.uk or FAX 01257 426577

FREE Delivery
Delivery on all orders is FREE to mainland UK. Once manufactured (please see individual item lead times), products are despatched via the factory's own transport or a third party carrier. Failed deliveries may incur charges. We do not export internationally.

Transactions with several products may be delivered in separate consignments. Some items may carry a manufacturers surcharge for smaller quantities – this cost will be notified to ensure customer acceptance before the order is processed.

Damage/Returns Policy
All goods must be checked on delivery. Made to order goods found to be unsuitable cannot be returned and no credit will be given. In the event that goods are received in a damaged condition or there is a shortage in the delivery against the delivery note please ensure that we are notified within 2 working days. Please contact Customer Service on 01257 425464. Claims in respect of Delivery notes signed 'unchecked' will be not accepted should goods be damaged. We reserve the right to levy a delivery/collection and re-stocking charge for goods ordered in error.

Delivery/Lead Times
Delivery times shown on our website and catalogues are estimates only and do not offer a guaranteed delivery date. Lead times are dependent on stock levels and time of year. Delayed delivery will not constitute a reason for cancellation without charges. Delivery of goods after estimated lead time is on the basis of no further claims against us for delay (indirect or consequential). We suggest you do not dispose of existing furniture until new is received. Please note we are only able to make delivery to ground floor entrances.

Product Description
We do our best to accurately represent products on our website and in our catalogues, however colours may vary in print and PC monitors. Customers should confirm dimensions and colour samples can be sent on request to confirm exact colours. Sometimes design, sizes and price may vary to those described and are correct at time of going to print but may fluctuate during the lifetime of the material. We reserve the right to amend accordingly.

Cancellations
If you have placed an order more than 48 hours ago and wish to cancel, an administration charge may be payable. If your goods have been shipped and we have incurred delivery expenses we have no option but to charge delivery, return and re-stock charges costs. The amount charged will depend upon the type and size of goods.

FREE *delivery on* EVERYTHING!