



# British Association of Prosthetists and Orthotists

## Information Distribution Services Jan 2010

### 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, to the BAPO Secretariat. Please leave the envelopes open. Packets which exceed Royal Mail letter format 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, put address labels on and send them by second class post.

| <b>Section</b>                   | <b>Approx No. of envelopes</b> | <b>Cost Excluding VAT</b> |
|----------------------------------|--------------------------------|---------------------------|
| Orthotic                         | 600                            | £929                      |
| Prosthetic                       | 450                            | £767                      |
| Prosthetic & Orthotic (combined) | 620                            | £1141                     |
| All BAPO members and associates  | 750                            | £1519                     |
| Associate Technicians            | 60                             | £108                      |
| Assistants                       | 30                             | £90                       |
| Students                         | 55                             | £100                      |

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.
- In the event of a cancellation, the client or agent will be asked to accept all legitimate charges raised at the discretion of BAPO.

#### **BAPO Secretariat**

Sir James Clark Building, Abbey Mill Business Centre, Paisley PA1 1TJ  
Tel: 0141 561 7217 Fax: 0141 561 7218  
Email: catherine@bapo.com



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## PRODUCT LITERATURE DISTRIBUTION BOOKING FORM

| COMPANY DETAILS.           |  |
|----------------------------|--|
| Company Name               |  |
| Address for Correspondence |  |
| Contact Name               | Title                      First Name                      Surname |
| Telephone No:              | Fax No:  |

| Section                          | No. of envelopes | Cost Excluding VAT | ✓ |
|----------------------------------|------------------|--------------------|---|
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| AUTHORISATION                                 |          |
|---|----------|
| Name of person placing this order:            | Position |
| Signature:                                    | Date     |
| Intended Delivery Date of Literature to BAPO: | Date     |

## THANK YOU FOR YOUR ORDER

**Please send this form to the BAPO Secretariat**

BAPO Secretariat, Unit 64 Sir James Clark Building, Abbey Mill Business Centre, Paisley  
PA1 1TJ

Tel: 0141 561 7217 Fax: 0141 561 7218 Email: catherine@bapo.com