

## HOW TO ORDER FROM VW BOOKS

Please set your order out clearly, preferably on our Order Form. Payment can be made in the following ways :-

### UK CUSTOMERS

- **By Cheque or Postal Order**. Cheques should have your Cheque Card number on the reverse. Please make payable to "VW Books".
- Or send your completed Order Form and we will return a PayPal invoice for your payment.

### FOREIGN CUSTOMERS (including Eire)

- **By Bankers Draft, International Money Order or Eurocheque** in £ Sterling. We cannot accept cheques in foreign currency due to the high cost of exchange.
- Or send your completed Order Form and we will return a PayPal invoice for your payment.

### POSTAGE AND PACKING

**TO UK ADDRESSES (including B.F.P.O.)** - Please add **£3.75** for one item, or **£5.75** for two or more, **for non books items check item description**.

**TO FOREIGN ADDRESSES** - The cost of overseas postage varies enormously. We therefore suggest the following method :-

Send us your order, but send no money initially. We will then notify you of the total cost including Air Mail and you can then pay as detailed above; OR

We do not generally use Surface Mail as goods sent this way cannot be insured. If you specifically request Surface Mail, then all goods are sent entirely at your risk.

**DESPATCH AND RETURNS.** All orders are usually despatched within 48 hours, often within 24 hours. Orders are mainly sent **First Class Post** or exceptionally for large orders, Parcel Force.

We do not accept returns except for imperfect or faulty items. These may be returned for exchange. Items that have been damaged in the post will be replaced, but you must keep all packing materials. In all cases you must contact us first before returning items - any items returned without authorisation will not be accepted.

### ORDER FORM

Your Name			
Your Address			
Postal Code		Country	
Telephone			
Email			

### Ordered Items

VWB Number	Item Title	Quantity	Price

Cheque/PO enclosed: Payable to 'VW BOOKS'	Post & Packing – see above	
	Order Total	

Issue May 2011

Signature ..... Date .....

**Post to – VW Books, 28 Longnor Road, Telford, TF1 3NY, ENGLAND**

**Fax to - +44 1952 261 807 or Email to [sales@vwbooks.co.uk](mailto:sales@vwbooks.co.uk)**