

**Units Order Form**

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| --- | --- | --- | --- | --- | --- |
| Number of units required |  |  | Minimum Initial Purchase: 20 units = £1000  *Additional units @ £50 per unit*  Discount: 50+ units = 5% discount \*  *Example: 50 x £50 - 5%* | | |
| Total cost of units |  |  |
|  | | | | | | |
| School / Academy Name |  | | | |  |
| Headteacher |  | | | | |
| Multi-Academy Trust  *(if applicable)* |  | | | | |
| Lead contact: Name |  | | | | |
| email |  | | | | |
| Telephone |  | | | | |
| Address for correspondence |  | | | | |
| Invoicing Address  (*if different to correspondence address*) |  | | | | |
| Cost Centre for Internal Transfer for **Worcestershire Schools** please complete **both** sections below  Project Code: Cost Centre: | | | | | |
| Authorised Signature (Headteacher): | Date: | | | Name in Capitals: | |
| ***We regret that we cannot accept typed signatures. Digital signatures or scanned electronic copies are suitable.*** | | | | | |

*\*b Discount applied to single orders of 50 or more units. May be used by an individual school or across a*

*Multi-Academy Trust*

**Once units have been purchased, we will maintain an account for the school. In order to utilise units the school should complete the relevant team referral paperwork in the *Welcome Pack.* The paperwork should then be submitted to *Teresa Hamilton* (Lead Administrator) via Portal.**

*Please return to:* schoolsupportservices@chadsgrove.worcs.sch.uk

Chadsgrove School Support Services, Meadow Road, Catshill, Bromsgrove, Worcestershire, B61 0JL

Tel: 01527 871511 (option 2)