

Order form

School CDs are supplied at cost, per programme, per term in lieu of broadcast. Please photocopy this form as required or visit bbc.co.uk/schoolradio and click on 'How to Order' to download further copies.

Service for UK Schools only

The BBC supplies materials to UK schools only. We do not supply to non-school customers or overseas customers.

Your contact details (please print clearly)

Name: _____ School Name: _____

School/LEA order no: _____

School Address: _____

Postcode: _____

Tel: _____ Fax: _____

Email: _____

Preferred method of payment

Please invoice me I enclose a cheque/postal order, payable to BBC, for £

Ordering Information

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Prices

Every effort has been made to ensure that titles and prices are correct at the time of going to press. The BBC reserves the right to change prices without notification.

VAT

This order form states ex VAT prices, and prices inclusive of VAT in the price per copy column.

Who we are and contact details

This service is supplied by the BBC through its Learning division. For any information regarding resources, prices, VAT issues or availability, or to enquire about orders, please contact our Customer Services team on 0370 977 2727. We will endeavour to answer your query as soon as possible. If your query is unable to be resolved within five working days, you will be contacted by Customer Services, who will keep you informed of progress.

Payment

Payment for goods ordered may be made either by cheque at the time of ordering or on receipt of invoice.

The BBC will invoice schools with the goods supplied.

Outstanding invoices must be paid within 30 days of the invoice date.

We accept postal orders and cheques made payable to BBC.

Delivery

All orders received by the BBC are processed and, where stock is available, despatched within three days of receiving the order.

Your products will, therefore, usually be with you in seven to ten days. Carriage is charged per order, per term at prevailing carriage rates.

Product availability

All orders are subject to availability. Autumn titles are typically available from September; Spring titles from January and Summer titles from April. The BBC can only supply copies of programmes on CD during the academic year of transmission.

Cancelling orders

You can cancel any item from your order, provided that it has not entered the despatch process. Please call our Customer Service line on 0370 977 2727.

Returns policy

To return faulty, damaged or wrongly supplied items please phone our Customer Services team on 0370 977 2727, stating your reason, and we will supply a pre-paid label on request. Except in cases of faulty, damaged or wrongly supplied goods you shall be responsible for the cost of returning goods for refund or exchange.

Items returned because they were wrongly-supplied, or because you have changed your mind will only be accepted by the BBC:

- within 30 days of their original despatch by the BBC
- if any seals are unbroken; and
- the items are in their original packaging.

Privacy policy

The BBC is committed to protecting all personal information and will look after the information you entrust to us and keep it safely and securely. Any information you provide to the BBC will only be used within the BBC and by its agents and service providers and will not be disclosed except when obliged or permitted by law.

SCHOOL RADIO CDs £4.99 excluding VAT

Please write the quantity required and the total price (including VAT) in the appropriate columns

Title	Availability	Code	Quantity	Price Inc. VAT*
EARLY LEARNING				
Listen and Play	Autumn 09	0701LIPLC		
Listen and Play	Spring 10	0802LIPLC		
Listen and Play	Summer 10	0803LIPLC		
Stimulus Sounds	Autumn 09	0901STSOC		

ENGLISH & DRAMA				
A Christmas Carol	Autumn 09	0901CRCAC		
First Steps in Drama	Spring 10	1002FSIDC		
Meet the Authors	Summer 10	0803MEAUC		
The tales of Hans Christian Andersen	Summer 10	1003SHCAC		
The Wind in the Willows	Spring 10	1002WILOC		

MATHEMATICS				
Maths Challenge 5	Spring 10	1002MACFC		
Megamaths	Summer 10	0903MEMAC		

DANCE				
Dance Workshop	Autumn 09	0901DAWOC		
Dance Workshop	Spring 10	1002DAWOC		
Let's Move	Autumn 09	0901LEMOG		
Let's Move	Spring 10	1002LEMOG		
Let's Move	Summer 10	1003LEMOG		
Music for Dance	Autumn 09	0901MUDAC		
Music for Dance	Summer 10	0903MUDAC		
Time to Move	Autumn 09	0901TIMOC		
Time to Move	Spring 10	1002TIMOC		
Time to Move	Summer 10	1003TIMOC		

MUSIC				
Music Extra	Autumn 09	0802MUEXC		
Music Extra	Summer 10	1003MUEXC		
Music Workshop	Autumn 09	0901MUWOC		
Music Workshop	Spring 10	1002MUWOC		
The Song Tree	Autumn 09	0901SOTRC		
The Song Tree	Spring 10	0802SOTRC		
Time and Tune	Summer 10	1003TITUC		

MP3

All Autumn 2009 programmes on MP3	Autumn 09	0901MP3PD		
All Spring 2010 programmes on MP3	Spring 10	1002MP3PD		
All Summer 2010 programmes on MP3	Summer 10	1003MP3PD		

HISTORY

Britain since the 1930s	Autumn 09	0902BSNTC		
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COLLECTIVE WORSHIP

Something to Think About	Autumn 09	0901STTAC		
Something to Think About	Spring 10	1002STTAC		
Something to Think About	Summer 10	1003STTAC		
Together	Autumn 09	0901TOGEC		
Together	Spring 10	1002TOGEC		
Together	Summer 10	1003TOGEC		

SCOTLAND (series are also listed under other subject headings where appropriate)

Hopscotch	Autumn 09	0901HOPSC		
Hop, Skip and Jump	Autumn 09	0901HSAJC		
Social Studies: People in Scotland	Autumn 09	0901SSPSC		
Early / First Level	Spring 10	1002EAFIC		
First / Second Level	Spring 10	1002FISEC		
Second / Third Level	Spring 10	1002SETHC		

GAELIC

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Summary of expenditure

	Price Inc. VAT (£)
AUTUMN 09	
CDs	
Delivery charge (Add £4.50)**	
SPRING 10	
CDs	
Delivery charge (Add £4.50)**	
SUMMER 10	
CDs	
Delivery charge (Add £4.50)**	
TOTAL (£)	

Important: Please complete your contact details on the front of this form.

Please return the completed order form to:
 BBC Schools' Broadcast Recordings
 PO Box 7
 Wetherby LS23 7EP
 Fax: **0370 977 2727**

Or phone or email your order to:
 Tel: **0370 977 2727**
 (Mon-Fri 8am-6pm. Calls may be recorded for training purposes.)
 Email: **bcsbr@mrm.co.uk**
 Order online: we hope to introduce online ordering this year. Please visit **bbc.co.uk/schoolradio/** and click on 'How to Order' for further details.

*Please add VAT at the prevailing rate (due to change on January 1st 2010)

**Please see reverse of form for further information

Contacting us

To place your order by phone, or for enquiries about the School Radio CD service, please telephone **0370 977 2727**. You can also e-mail your order or enquiry to: **bbsbr@mrm.co.uk**

Delivery Charges

Please note that each despatch incurs a separate delivery charge. For example, if you place an order for CDs during the Autumn 09 term, together with CDs due to be released in Spring 10 and Summer 10, your order will be despatched in three stages and incur three separate delivery charges. Where all the CDs you order are available and can be despatched together, your order will only attract one delivery charge. The delivery charge reflects the cost of processing your order and includes processing, invoicing, postage and packing.

ERA Licence

Schools and colleges can make and use recordings if they are licensed by the Educational Recording Agency. Recordings may be retained for use anytime for educational purposes alone. Please ensure your school or college has a licence from the Educational Recording Agency. Tel: **020 7837 3222** or email: **era@era.org.uk**

BBC Information

For general enquiries about the BBC, please visit **bbc.co.uk/feedback**

Terms and Conditions

The following Terms and Conditions govern the supply of goods to you by the BBC and apply to any order which you place. Please read them carefully before ordering.

1. Validity

By ordering a product you enter into an agreement with the BBC on these Terms and Conditions.

2. Payment

The BBC will invoice you with the goods supplied. All invoices must be fully paid within 30 days of the invoice date.

3. Warranties

You warrant and undertake that:

- 3.1 You have the right, power and authority to enter into and fully perform this agreement.
- 3.2 Any products purchased from the BBC shall be used solely within your school or college for professional educational purposes.
- 3.3 You will not reproduce or copy in any form or medium, or supply or make available to any third party (except students in your school or college) any products or materials (in whole or in part) supplied to you under this Agreement.
- 3.4 The information given on your order form is complete and accurate.

4. Limit of Liability

- 4.1 The BBC shall not be liable to you for any loss of any kind arising from any failure to deliver goods you have ordered or from any delay in delivery and reserves the right to decline an order without giving reason.

4.2 In respect of defective goods the BBC shall be liable only for replacement of the defective goods OR reimbursement to you of any monies paid for them together with the cost of returning the goods for refund or exchange PROVIDED THAT the goods are returned within 30 days their original despatch by the BBC.

4.3 In respect of wrongly supplied goods the BBC shall be liable only for replacement with the ordered goods OR reimbursement to you of any monies paid for the ordered goods together with the cost of returning the goods for refund or exchange PROVIDED THAT the goods are returned within 30 days their original despatch by the BBC, any seals are unbroken and the items are in their original packaging.

5. Severability

If for any reason part of these terms and conditions is unenforceable, the validity of the remaining terms and conditions shall not be affected.

6. Entire Agreement

These Terms and Conditions constitute the entire understanding between the parties with respect to the subject matter thereof and supersede all prior arrangements, negotiations and discussions between the parties relating thereto.

7. Governing Law and Jurisdiction

This agreement between you and BBC shall be governed by the laws of England and Wales and you and the BBC submit to the non-exclusive jurisdiction of the courts of England and Wales.