



ORDER FORM

Please use block capital letters and black ink when completing this form.

YOUR DETAILS

Name: _____

Organisation: _____

Address: _____

Post Code _____

Telephone: _____ Fax: _____

Email: _____

Delivery Address (If different from above): _____

Post Code _____

MATERIALS ORDERED

Please select the training materials you require on page 2.

TOTAL: £ _____

POSTAGE AND PACKAGING CHARGES (Please tick one)

Up to five books/manuals £6.75 1st Class £6.05 Standard Parcel Subtotal: £ _____

Up to ten books/manuals £12.05 1st Class £10.05 Standard Parcel Subtotal: £ _____

Up to twenty books/manuals £10.45 Standard Parcel Subtotal: £ _____

Over twenty: add 30p per book/manual Subtotal: £ _____

Flipcharts £11.10 Standard Parcel Subtotal: £ _____

Recorded delivery: add 75p 75p Postage Subtotal: £ _____

GRAND TOTAL: £ _____

PAYMENT METHOD

Please charge my (Tick one) Visa MasterCard Debit Card

Card holder name and address (if different to above) _____

Post Code _____

Card Number:

Card Expiry Date: / Security Code (last 3 digits on signature strip):

Issue Number: Start Date: /

I enclose a cheque for £ _____ made payable to Manorcourt (Norfolk) Ltd

SEND PAYMENTS TO:

Manorcourt Care Ltd, 29 Turbine Way, Ecotech Business Park, Swaffham, Norfolk, PE37 7XD

Tel: 01760 726390 Fax: 01760 722961 Email: info@manorcourtcard.co.uk



INITIAL MINIMUM ORDER

Your first order must be a minimum of 4 Induction Books, and 1 Manager’s Manual. Subsequent orders will not have a minimum requirement.

Document	Cost per Item (£)	Care Homes	Domiciliary Care	Quantity	Total (£)
		(Please tick)			
Induction Book	15.95				
Manager’s Manual	25.00				
FLIPCHARTS (A3, includes carry case / display easel)					
Catheter Care	99.00				
Communication Skills	99.00				
Continence – Management of	99.00				
COSHH	99.00				
Dementia	150.00				
Deprivation of Liberty	99.00				
Eating & Drinking – Assisting with	99.00				
End of Life Care	150.00				
Fire Awareness	99.00				
First Aid – Basic	99.00				
Food Hygiene – Basic	99.00				
Health & Safety	99.00				
Infection Control	99.00				
Medication Administration	99.00				
Mental Capacity Act	99.00				
Moving & Handling	99.00				
Nutrition & Well-Being	99.00				
Person Centred Care	99.00				
Assisting with Personal Hygiene	99.00				
Bed Making, safe use of Bed Rails	99.00				
Pressure Area Prevention	99.00				
Principles of Care	99.00				
Safeguarding Vulnerable Adults	150.00				
Stoma Care	99.00				
Stress at Work	99.00				
Supervision Skills	99.00				
Total					