

# ICSA Certificate & Diploma Text Book Order Form

You only need to use this form if you are **NOT** booking onto a **BPP Integrated Study Programme** (texts are included in the **BPP** course fee)

<b>Title:</b>	Mr / Mrs / Miss / Ms		
<b>First Name:</b>		<b>Surname:</b>	
<b>Employer:</b>		<b>Work tel no:</b>	
<b>Email address:</b>		<b>Work fax no.</b>	
<b>ICSA Student Registration No:</b>		<b>PLEASE FAX, EMAIL OR POST THIS FORM TO:</b> BPP Professional Education, 19 Hilary Street, St Helier, Jersey, JE2 4SX Tel: + 44 (0) 1534 711803 Fax: + 44 (0) 1534 711801 Email: maxinepreddy@bpp.com	
<b>Month and Year sitting exams ie July 2004</b>		<b>OR FOR GUERNSEY STUDENTS</b> 3-4 Le Marchant Street, St Peter Port, Guernsey, GY1 2JJ Tel +44 (0) 1481 711065 Fax +44 (0) 1481 720083 Email :sarahwilliams@bpp.com	

I wish to order the following Texts – Texts can be ordered throughout the year, It is your responsibility to make sure you have the correct edition for the exam you are sitting:

(please circle or delete as relevant):		Fee
<b>Certificate Modules:</b>		
Accounting Fundamentals	Yes/No	£34.95
Offshore Business Environment	Yes/No	£34.95
Trust & Company Principles	Yes/No	£34.95
Investments	Yes/No	£34.95
<b>Diploma Modules</b>		
Business Management in Practice	Yes/No	£34.95
Offshore Trust & Company Administration	Yes/No	£34.95
Governance and Reporting	Yes/No	£34.95
Portfolio Management	Yes/No	£34.95
<b>Total fee for texts</b>		
<b>Total fee for postage &amp; packaging/courier charges if applicable (see overleaf)</b>		
<b>GRAND TOTAL PAYABLE</b>		

I wish to collect my texts from the BPP Centre in YES/NO Jersey/Guernsey

Address for delivery:

**PAYMENT**

Order forms will not be accepted without payment. Payment can only be made in sterling via bankers draft, credit card or cheque (must be drawn on a UK bank). Cheques/drafts should be made payable to BPP.

I enclose a cheque made payable to BPP for: £  you require a receipt? YES/NO

I wish to pay by credit card: **Card type:** VISA/Mastercard **Expiry date:** \_\_\_\_\_

**Card Number:** **We do not accept American Express**

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Valid from / Expires end / Issue No. / CV2 No. (last 3 digits on sign. Strip

**Name as it appears on your Card:** \_\_\_\_\_

**Authorised Signature of card holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For bulk orders please complete this form as the contact person and attach a separate sheet with details of number of texts required.

Please note that the length of time for the text to arrive does differ for each country. Please make sure you give yourself at least 35 days delivery time, as the time scale guide is 7 days – 35 days.

The text material being used for the February 2006 examinations reads September 2005 Edition.



**Postage  
Costs and  
courier  
services  
from 5th  
September  
2005**

costs are  
per each  
text

<b>Postage Option</b>	<b>Delivery Time</b>	<b>Jersey</b>	<b>UK/ IOM/ Guernsey</b>	<b>Europe</b>	<b>Caribbean</b>	<b>Mauritius</b>	<b>Other</b>
<b>Standard Mail</b>	<b>2 - 3 days</b>	£ 5.50	£ 10.50				
<b>Airmail Mail - Standard Parcel Service</b>	<b>10 - 28 days</b>			£ 20.00	£ 25.00	£ 25.00	price on request
<b>Courier Charges</b>	<b>3 - 5 days</b>			£ 75.00	£ 85.00	£ 85.00	price on request

Prices of postage and courier services as from 05/09/05