

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)

Title:	Mr / Mrs / Miss / Ms		
First Name:		Surname:	
Employer:		Work tel no:	
		Work fax no.	
Email address:		PLEASE FAX, EMAIL OR POST THIS FORM TO:	
ICSA Student Registration No:		BPP Professional Education, La Villiaze, Forest, Guernsey, GY8 0HG	
Month and Year sitting exams ie July 2006		Tel +44 (0) 1481 266176	
		Fax +44 (0) 1481 265955	
		Email :lynnecoutanche@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
Certificate Modules:		
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
Diploma Modules		
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
Total fee for texts		
Total fee for postage & packaging/courier charges if applicable (see overleaf)		
GRAND TOTAL PAYABLE		

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**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 July 2006 examinations reads September 2005 Edition.

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

costs are
per each
text

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

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