



# International Professional Security Association

Association Office: IPSA, Northumberland House, 11 The Pavement, Popes Lane, Ealing, London, W5 4NG  
Phone: +44 (0)20 8832 7417 Fax: +44 (0)20 8832 7418  
e-mail: post@ipsamail.org.uk website: www.ipsa.org.uk VAT Registration No. 141 9899 30

## Publications Order Form – UK Orders

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone \_\_\_\_\_  
Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

ITEM NAME	Price per unit (Non-IPSA Member)	Price per unit (IPSA Member)	Number of units required	Cost
Security Instruction and Guidance Manual	£109.00	£98.00		
Training Précis for Security Guards and Supervisors	£27.50	£22.50		
Inspectors Guidance Manual "The Thirty Nine Steps"	£60.00	£40.00		
UV Identilite – keyring size ultra violet LED light for checking ID	£6.99	£6.29		
Pocket size ultra violet tube light - uses 4 AA batteries (not supplied)	£9.99	£8.99		
Mains powered (240V) ultra violet tube light with magnifying glass	£23.99	£21.59		
IPSA Security Notebooks (min. order 5)	£1.40	£1.26		
IPSA Clear Plastic Notebook Covers (min. order 5)	£0.90	£0.80		
IPSA Dark Blue Leather Notebook Covers	£3.99	£3.59		
IPSA Umbrella	£17.49	£14.99		
IPSA Tie	N/A	£12.49		
IPSA Car Window Sticker	N/A	£0.99		
IPSA Lapel Badges	N/A	£1.49		
British Standard BS7499:2007 (Guarding)	£142.00	£127.80		
British Standard BS7858:2006 + A2:2009 (Screening)	£120.00	£108.00		
British Standard BS7960:2005 (Door Supervisors)	£86.00	£77.40		
British Standard BS7984:2008 (Keyholding)	£124.00	£111.60		
British Standard BS8507-1:2008 (Close Protection)	£124.00	£111.60		
Other British Standards available (see IPSA website for pricing)				
Postage & Packing UK	See over	for costs		
			<b>Total</b>	<b>£</b>

Quote IPSA Membership Number (individual or company) if applicable: \_\_\_\_\_

### PAYMENT METHODS (Please delete as appropriate)

**Cheque:** Please find enclosed a cheque for the sum of £ ..... payable to "International Professional Security Association"

**Invoice:** Please invoice the above company for payment within 30 days  
Your Purchase Order or Reference Number: \_\_\_\_\_

**Credit Card:** Please charge the sum of £..... to my credit card  
Card Type: Visa / MasterCard / Switch / Maestro / Solo (\*delete as appropriate)  
Card Number \_\_\_\_\_ Issue Number \_\_\_\_\_  
Issue Date \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Name on card \_\_\_\_\_ Security No. (3 digits on back) \_\_\_\_\_  
Signature of cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed forms by post or fax to office (details at top of page)

**Terms and conditions (amended 1 January 2010):**

Prices updated 6 January 2010.

Current prices are published at [www.ipsa.org.uk](http://www.ipsa.org.uk). It is responsibility of the person placing the order to check that prices listed are still correct.

All prices listed in UK Sterling and include VAT (where applicable). Postage and packing is charged according to the following table:

Order value up to (incl. VAT):	Postage charge:
£20.00	£3.50
£50.00	£7.50
£100.00	£10.00
£250.00	£15.00
Above £250.00	£20.00

UK deliveries are sent by Royal Mail post or UK Mail courier service. Orders are normally dispatched within 3 days of receipt of order. If items are required sooner, please contact us to check availability. An additional charge may be made to cover additional costs for faster delivery times.

Deliveries outside of the UK: Please ask for a quote for postage and packing (postage calculated using Federal Express worldwide rates).

Please send orders with either payment, credit card authorisation or company purchase order details to IPSA Publishing, Northumberland House, 11 The Pavement, Popes Lane, Ealing, London, England W5 4NG. All orders less than £20.00 must include payment with order.

Orders over £500.00 incl. VAT paid by credit card will be subject to a 2.5% charge to cover fees charged by credit card companies.

Deliveries outside of the UK require payment or credit card authorisation before order is dispatched.

Our terms for payment by invoice is payment within 30 days.

Payment can be made by cheque, credit card details, cash or postal orders in UK Sterling only. Cheques to be made payable to International Professional Security Association.