



## COMPLETING AN ORDER FORM FOR BDA PAEDIATRIC GROUP LEAFLETS

### • STEP 1: CONTACT DETAILS

- Fill in your name, delivery address and telephone number

### • STEP 2: CALCULATE LEAFLET COST

- For each leaflet you wish to order, multiply the number of copies required by the cost per leaflet e.g. 50 copies of 'My Child Still Won't Eat' @ 35p per leaflet = £17.50

Name of Leaflet	Number of Copies Required	Cost Per Leaflet
My Child Still Won't Eat	10 - 99	35p
	> 100	30p
All other leaflets	10 – 99	30p
	> 100	25p

- A further 10% discount is available for orders of more than 500 copies or a discount of 15% for more than 1000 copies of leaflets ordered e.g. 500 copies of 'My Child Still Won't Eat' @ 30p per leaflet = £150. Subtract 10% discount i.e. £150 - £15 = £135.
- There is a minimum order value of £2.50

### • STEP 3: CALCULATE HANDLING COSTS

- Handling costs include postage and packing charges
- Handling costs are listed on the order form (overleaf) e.g. 50 copies of 'My Child Still Won't Eat' would cost £6.35.
- 'My Child Still Won't Eat' are more expensive because it is a 16 page leaflet

### • STEP 4: CALCULATE TOTAL COST

- The total cost of your order = Total Leaflet Cost + Total Handling Cost e.g. 50 copies of 'My Child Still Won't Eat' = £17.50 + £6.35 = £23.85
- This is the amount that should be written on the cheque

### • STEP 5: ATTACH A CHEQUE

- Cheques should be made payable to the 'BDA Paediatric Group'
- Unfortunately there are **no** facilities for invoices / BACS

### • STEP 6: POST ORDER TO CAMBERTOWN LIMITED

- Completed order forms and cheques should be sent to **Cambertown Ltd.**
- Do not send order forms or cheques to the BDA Offices

**For queries or comments regarding leaflets, please contact Jill Manahan, Resource Officer for the BDA Paediatric Group on 0117 342 8802**

## BDA PAEDIATRIC GROUP LEAFLET ORDER FORM

### STEP 1: CONTACT DETAILS

Name:

.....

Delivery Address:

.....

.....

Postcode:

Phone Number:

### STEP 2: CALCULATE LEAFLET COSTS

Ref - Code	Title of Leaflet	Quantity Required	Cost Per Leaflet	Total Cost
bda-paed-amwn	After Milk What's Next?			£
bda-paed-hcwe	Help My Child Won't Eat			£
bda-paed-rur2c	R U Ready 2 Change			£
bda-paed-favd	Following A Vegetarian Diet			£
bda-paed-ffgy	Food For The Growing Years			£
bda-paed-ffsy	Food For The School Years			£
Bda-paed-mcswe	My Child Still Won't Eat*			£
<b>Total Leaflet Cost</b>				£

### STEP 3: CALCULATE HANDLING COSTS

Title of Leaflet	Handling Cost	Quantity Required	Total Cost
My Child Still Won't Eat  (* Delivered by courier)	10-25 copies @ £4.00		£
	26-35 copies @ £5.35		£
	> 36 copies @ £6.35*		£
All Other Leaflets  (* Delivered by courier)	10-25 copies @ £2.35		£
	26-60 copies @ £4.35		£
	>61 copies @ £6.35*		£
<b>Total Handling Cost</b>			£

### STEP 4: CALCULATE TOTAL COST

Total Leaflet Cost	£
Total Handling Cost	£
<b>Total Cost</b>	£

### STEP 5: ATTACH A CHEQUE

**Tick**

Make cheque payable to: 'BDA Paediatric Group'

### STEP 6: POST ORDER TO CAMBERTOWN LTD.

Post order form and cheque to: Cambertown Ltd. (Paediatric Gp), Cambertown House, Commercial Rd. Goldthorpe Industrial Estate, Goldthorpe, Rotherham, S63 9BL



## WHAT TO DO IF YOU DO NOT RECEIVE YOUR ORDER

- **STEP 1: CONTACT YOUR SUPPLIES DEPARTMENT**

- Contact your supplies department to ensure that the order has been sent (with cheque) and to confirm that the order has not yet been received.
- Packages are frequently found to be lying elsewhere within internal mailing systems.

- **STEP 2: CONTACT THE DISTRIBUTOR**

- Orders for BDA Paediatric Group Leaflets are dealt with by a distribution company called Cambertown Ltd.
- If you have contacted your supplies department and have failed to locate your order please contact the **Order Processing Team** at Cambertown Ltd:

**Phone:** 01709 889900  
**Fax:** 01709 881673  
**Email:** bda@cambertown.com

- **STEP 3: CONTACT BDA PAEDIATRIC GROUP RESOURCE OFFICER**

- If you have followed step 2 and step 3 and are still unable to locate your order, please contact the Resource Officer for the BDA Paediatric Group:

**Resource Officer:** Jill Manahan, Paediatric Dietitian  
Bristol Royal Hospital for Children

**Phone:** 0117 342 8802 (Department of Nutrition and Dietetics)  
**Fax:** 0117 342 8913  
**Email:** jillian.manahan@ubht.nhs.uk