

# Supplies Staff Purchase Scheme

## 1. WHO CAN USE THE SCHEME

The scheme is open to all members and employees of East Riding of Yorkshire Council.

## 2. HOW TO ORDER

Ordering is easy, just download the Staff Purchase Order Form from the Supplies Website [www.supplies.org.uk](http://www.supplies.org.uk) and email your order to [info@supplies.org.uk](mailto:info@supplies.org.uk).

## 3. HOW TO PAY

When your order has been received, a member of our Finance Team will contact you to obtain payment. Payment may be made by Credit/Debit card over the telephone (01482) 879996.

**\*PLEASE NOTE VAT at 20% should be added to the price shown in the Catalogue.**

## 4. HOW ARE GOODS DELIVERED

### **Delivery to your workplace address:**

Your order will be processed on receipt. Delivery will be made by our routine delivery service which is normally 3-5 working days. There is no Handling Charge payable on orders delivered to your work place address.

## 5. HOW ARE GOODS COLLECTED

Collections can be made from the Reception at Supplies. Payment may be made at the time of collection. We are open for you to collect your order from

Monday to Thursday 8:00am to 4:00pm

Friday 8:00am to 3:00pm.

Please telephone Customer Services on (01482) 879996 to check your order will be ready before starting your journey.

## TERMS AND CONDITIONS

### 1. CATALOGUE DESCRIPTIONS

Supplies reserves the right to change the brand or specification of any items from that described in the Catalogue. Such goods may be returned if their change of specification renders them unsuitable for the customers particular purpose.

### 2. CATALOGUE PRICE

Where possible prices will be held for the duration of the catalogue. However, where some items are subject to market fluctuations, prices may be adjusted. We will endeavour to keep any price changes to a minimum.

### 3. CANCELLATION OF ORDERS

Cancellation of whole or part of the order will only be acceptable prior to collection/despatch.

### 4. RECEIPT OF GOODS

**Deliveries:** Any shortages or damage to goods must be reported in writing to Supplies within 7 days of receipt otherwise claims may not be considered.

**Collection:** When collecting, all orders must be signed for. No claims for shortages or damage will be accepted after a signature has been given.

### 5. RETURNS

Whilst Supplies will replace free of charge or refund the purchase price of any faulty or substandard items; goods which are mistakenly ordered by the customer or are no longer required, may not be returned for refund or replacement after they have been collected or despatched.

**If you have any enquiries please telephone  
Customer Services on (01482) 879996 or  
email [info@supplies.org.uk](mailto:info@supplies.org.uk).**



# Supplies

## Staff Purchase Order Form

### Contact Details

Name:

Post Title:

Department:

Daytime Tel. No.:

Payroll No:

### Workplace Delivery Address

Room No

Post Code

Account No:

Delivery

Collection

Product Description

Product  
Code

Qty

Catalogue Price  
£ p

Total  
£ p

**DECLARATION.** Please supply me with the above items under the terms and conditions of the Staff Purchase Scheme. I declare that I am an employee or elected member of East Riding of Yorkshire Council.

Total Goods

VAT @ 20%

Amount to Pay

Signed

Date

Return Order by:

Email: [info@supplies.org.uk](mailto:info@supplies.org.uk).

Fax: 01482 879970.

Post: Supplies, Gibson Lane South, Melton. HU14 3HN.



EAST RIDING  
OF YORKSHIRE COUNCIL