

## PRIZE REQUEST FORM

Note: this request for prizes should be in line with the previously-agreed estimates for the event/activity. Trophies will normally be supplied via CSSC's centrally managed contracts. Contact the BDE for details of the range of prizes available.

<b>Name of Event/activity</b>		<b>Date</b>	
<b>Name of Organiser</b>		<b>Tel No:</b>	

The form should be sent to the BDE at least 30 days before the event/activity. Please complete below the prizes required, engraving (if necessary) and the delivery address

CSSC London  
 1 Chadwick Street  
 Westminster  
 London  
 SW1P 2EP  
 Tel: 020 7976 7649

## PURCHASE ORDER

**Invoice To:**

CSSC London  
 1 Chadwick Street  
 London  
 SW1P 2EP

**Deliver To:**

PRIZE DESCRIPTION	NUMBER	ENGRAVING (IF REQUIRED)	UNIT PRICE	TOTAL
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			SUBTOTAL	£
			VAT	£
			POSTAGE & PACKING	£
			TOTAL	£