**Portage SEND Best Practice Assessment Checklist Order Form**

If you wish to order the **Portage SEND Best Practice Assessment Checklist and Auto Text Resource\*+** please complete this order form and either email it to: [accounts@theeducationpeople.org](mailto:accounts@theeducationpeople.org) or return it to: Finance Team, The Education People, Room G77 B Block, Sessions House, County Hall, Maidstone, Kent ME14 1XQ.

You will be invoiced by The Education People (or by direct debit if you are a direct debit customer) and by completing this order form you are agreeing to purchase the **Portage SEND Best Practice Assessment Checklist and Auto Text Resource** and make the relevant payment (plus VAT where applicable).

**Please note - once you have submitted your order, we will contact you with postage options and prices. *We are not able to despatch orders until payment has been received*.**

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| **Number of packs** | **Number of booklets** | **Price (excluding postage)** | **Quantity required** |
| n/a | 1 - 24 | £23 per booklet | Click or tap here to enter text. |
| 1 | 25 | £525 |  |
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| 4 | 100 | £2,000 |  |
| 5 | 125 | £2,500 |  |
| 6 | 150 | £3,000 |  |
| 7 | 175 | £3,325 |  |
| 8 | 200 | £3,800 |  |
| 9 | 225 | £4,275 |  |
| 10 | 250 | £4,500 |  |

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**Please complete your details overleaf before returning this order form to us.**

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| Name of person placing order: | Click or tap here to enter text. | | Billing contact’s name: | | Click or tap here to enter text. | |
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| Email: | Click or tap here to enter text. | | Email: | | Click or tap here to enter text. | |
| Please click here if you are personally happy to receive emails and communications regarding our products and services. | | | | | |  |
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| Name of school/provision: | | Click or tap here to enter text. | | | | |
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| Postcode: | | Click or tap here to enter text. | | | | |
| DfE number (7 digit number): | | Click or tap here to enter text. | | | | |
| Billing address (if different from address above): | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | |
| Delivery address (if different from address above): | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | |
| Customer use only: Order Reference No./Purchase Order No.: | | | | Click or tap here to enter text. | | |

***Please note -*** *By ordering this product you are agreeing to purchase this product for your school only, unless agreed otherwise by The Education People. You should not reproduce or share this product with other schools or any wider forum such as your website. The product or resource you are purchasing is for the sole use of your school and the staff within your school. Please see our* [*Terms and Conditions*](https://www.theeducationpeople.org/terms-conditions/) *on* [*The Education People*](https://www.theeducationpeople.org/) *website for further information.*

*If you would like to know more about why we collect your data, and how we use and store your data, please refer to our* [*privacy statement*](https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement) *(*[*https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement*](https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement) *).*

***\*Please Note -*** *the Auto Text downloadable resource is only compatible with Windows software.*

***+*** *The Portage SEND Best Practice Assessment Checklist is intended to be used per individual child only. Each booklet is issued with an individual number and is under copyright of Kent County Council.*

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| I understand and agree to the above statements. | Signed:  Click or tap here to enter text. | Print name:  Click or tap here to enter text. | Date:  Click or tap here to enter text. |