



IAN DUNFORD  
JEWELLERY

## Placing an Order

### How to order

Please quote your name, company name, full address including postcode, and telephone number in all correspondence. There are five ways to order:

**Phone: 0113 246 1656**

Monday-Friday 8.30am-4.30pm

**Fax: 0113 246 0697**

**Post to: Ian Dunford Ltd**

3 Springwell Court, LEEDS, LS12 1AL

**E-mail: sales@iandunford.com**

**Online: at www.iandunford.com**

### How to pay

#### By credit or debit card:

NO credit card surcharge.

We accept Visa & Mastercard credit cards, Delta & Maestro debit cards.

Pay this way for earliest possible despatch, most card orders going out the day of receipt.

Paying by credit card gives you up to 56 days credit, depending on your statement date.

Please have your card details and full statement address ready when you place and order.



3 Springwell Court, Leeds LS12 1AL.

Tel: 0113 246 1656 Fax: 0113 246 0697

E-mail: sales@iandunford.com

www.iandunford.com

### Postage & Handling

#### United Kingdom

Free postage on orders over £150.00 exc VAT.

There is a charge of £6.95 to cover postage and handling on all jewellery orders under £150.00 exc VAT.

#### Republic of Ireland

Postage is charged at cost on all orders from customers in the Republic of Ireland, up to a maximum of £15.00 per order.

#### Rest of the World

Postage is charged at cost on all orders from outside the United Kingdom and the Republic of Ireland.

### Immediate despatch

Orders received by 3.00pm will be despatched the same day (subject to trading conditions).

### Next day delivery

All UK orders over £50.00 exc VAT in value are despatched by Royal Mail Special delivery which is guaranteed to arrive by 1.00pm the next working day. (Some exceptions apply).

Orders under £50.00 exc VAT are despatched by recorded delivery.