



Mental Health  
Foundation

## Invoice request form

Please read our how to order guide before you submit your request: [mentalhealth.org.uk/publications/how-to-order](http://mentalhealth.org.uk/publications/how-to-order)

(\*) Compulsory fields

### Delivery address

Contact name: \_\_\_\_\_

Organisation name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Invoice address

Contact name: \_\_\_\_\_

\* Organisation name: \_\_\_\_\_

Department: \_\_\_\_\_

\* Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Finance telephone: \_\_\_\_\_

\* Finance email address: \_\_\_\_\_

### Order details

Purchase order number: \_\_\_\_\_

Email Marketing: \_\_\_\_\_

Product title

Quantity

Gross amount £

**Volume pricing for  
our How to... booklets:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 1-10 copies: £2.50 each
- 11-50 copies: £2.25 each
- 51-100 copies: £2.00 each
- 101-500 copies: £1.75 each
- 501-1k copies: £1.50 each
- 1001 - 2k copies: £1.00 each
- 2001+ copies: £0.55 each

Subtotal: \_\_\_\_\_

Postage and packaging: \_\_\_\_\_

Total: \_\_\_\_\_

Please attach copies of all relevant documentation.

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Mental Health Foundation  
Studio 2, 197 Long Lane  
London  
SE1 4PD