



## School and Institutional Orders

We are delighted to accept orders from Schools or Institutions. All the details you need to set a purchasing account up are set out below. We accept orders denominated in sterling, euros or US dollars – details of payee bank accounts for each are set out below.

**To order:** for speed we recommend creating an account and building your basket online in your preferred currency. Once you have done that, including any Coupon Codes that apply at checkout, take a screenshot or print to PDF and email that to us with any Purchase Order Number or Official Order form you use. If you have created an account and saved the basket, those details to complete the order swiftly and supply you with an accompanying invoice.

However, we accept orders any way that suits you – if in doubt email us and let us know what you wish to do. Please note, however, that we reserve the right to request prepayment for individuals and certain territories.

<b>Company Name:</b>	Tarquin	
<b>Finance Department Salutation Name:</b>	Andrew	
<b>Order and Invoice Address:</b>	Suite 74, 17 Holywell Hill St Albans, AL1 1DT, UK	
<b>Finance Telephone and Fax Number:</b>	Tel 01727 833866 fax 0845 456 6385	
<b>Finance department E-Mail Address:</b> (For orders and remittance purposes)	<b>Orders:</b>	<a href="mailto:info@tarquingroup.com">info@tarquingroup.com</a>
	<b>Remittance:</b>	<a href="mailto:info@tarquingroup.com">info@tarquingroup.com</a>
<b>UK Bank Account Name:</b> (For future BACS payments)	Richard Griffin (1820) Ltd t/a Tarquin	
<b>Sterling Account Details:</b>	06021776 sort code 12-09-49 IBAN GB18 BOFS 1209 4906 0217 76 BIC BOFSGB21240	
<b>Euro Account for Tarquin:</b>	Richard Griffin (1820) Ltd Deutsche Bank <b>BIC</b> DEUTDEFFVAC <b>IBAN</b> DE51120700700220007093	
<b>US Dollar Account for Tarquin:</b>	Richard Griffin (1820) Ltd <b>ABA Routing Number</b> 031100209 <b>Account Number</b> 77721506150800000 <b>Bank Name</b> Citibank <b>SWIFT code</b> CITIUS33	

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