



# Preliminary Material Order Form

## Information

- Preliminary Material can be downloaded from Secure Key Materials on e-AQA.
- If bulk copies of materials are required, please complete this form and submit it at your earliest opportunity and **no later than 10 days before the material is required to:**

AQA Logistics (Guildford)  
 Deacon Field Office  
 Stag Hill House  
 Guildford  
 Surrey  
 GU2 7XJ

Tel: 0844 209 6614  
 Fax: 01483 452 819  
 web site: aqa.org.uk

Please send me copies of the preliminary materials\* for use in the examination for:

Exam Year / series	Description (including qualification type and subject)	Unit / component	Quantity required (including teaching copies)
e.g. 1A11	A-level ICT Preliminary Materials	INFO3/PM	20

**Please read the following terms and conditions carefully.**

**I understand that:**

- preliminary materials will be provided on the basis of one copy for each candidate entered for an exam
- orders will normally be despatched within 10 working days on receipt of the order
- charges will be made for unsubstantiated entries.

Please complete the information below in **block capitals**.

Centre Name  Centre No 

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Address.....

..... Post Code.....

Name ..... (Head of Centre / Examinations Officer)

Signed..... Date.....  
 (Orders can be accepted only if signed by Head of Centre or Examinations Officer)

**Please check your order on receipt and notify us as soon as possible of any discrepancies.**