Please complete this form and send it to:

Library Administrative Officer
ds.ials@sas.ac.uk

PLEASE TYPE OR USE BLOCK CAPITALS

Section 1: Organisation Details

NAME OF ORGANISATION
ADDRESS
POSTCODE
COUNTRY
TEL
FAX
VAT NO: (Subscribers from EU countries other than UK)
NAME OF CONTACT (for invoicing and administrative purposes)
POSITION
TEL
EMAIL

TYPE OF ORGANISATION

- Law firm
- Government legal department
- Barristers’ chambers
- Legal department of a commercial organisation
- Other (please specify)

NUMBER OF LAWYERS / FEE-EARNERS IN ORGANISATION

Notes:
1. UK firms, or UK offices of overseas firms, should include here lawyers in all branch offices in the UK.
2. Overseas offices of overseas firms, and overseas offices of UK firms, should make separate application.

<table>
<thead>
<tr>
<th>Band</th>
<th>Number of Lawyers</th>
<th>Band</th>
<th>Number of Lawyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 10 lawyers</td>
<td>6</td>
<td>201 to 300 lawyers</td>
</tr>
<tr>
<td>2</td>
<td>11 to 25 lawyers</td>
<td>7</td>
<td>301 to 400 lawyers</td>
</tr>
<tr>
<td>3</td>
<td>26 to 50 lawyers</td>
<td>8</td>
<td>401 to 500 lawyers</td>
</tr>
<tr>
<td>4</td>
<td>51 to 100 lawyers</td>
<td>9</td>
<td>501 to 600 lawyers</td>
</tr>
<tr>
<td>5</td>
<td>101 to 200 lawyers</td>
<td>10</td>
<td>601+ lawyers</td>
</tr>
</tbody>
</table>

Section 2: Copyright Information

The Copyright Licensing Agency has amended IALS’s Document Delivery License so that from 1st October 2016, IALS will only be able to send PDF items over email to firms that have a CLA Law License, a CLA Multinational Law License, or submitted a Judicial Proceedings or Non-commercial Purposes form with each order. If you do not have a CLA Law License or a CLA Multinational Law License and you have not submitted a judicial proceedings or non-commercial purposes form with your order then we can send items using fax, courier (London only), post or collect at IALS. Further information about the CLA License is available on the CLA website: https://www.cla.co.uk/business/licences-for-law

DOES YOUR ORGANISATION HAVE A

- CLA LAW LICENSE? [ ]
- CLA MULTINATIONAL LAW LICENSE? [ ]
- NEITHER [ ]

Please provide the CLA account no.: ............................................................................................................

If you have a CLA Law/CLA Multinational Law license then we need to supply the following information to the CLA: details of each document supplied including the company name and location (UK or overseas), and their CLA account number. I am happy for IALS to send this information to the CLA [ ]
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SPECIAL OFFER 2
APPLICATION FORM

Section 3: Payment information

A schedule of current subscription rates is available to view at: http://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-1
1. For UK-based applications the location of the registered Head Office determines the applicable Band / rate.
2. For EU-based applications outside the UK, VAT registration determines the applicable Band / rate.

Please enter annual subscription rate £……………………………….
☐ Cheque enclosed
Payment by sterling cheque, drawn on a UK bank, should be made to "University of London"

☐ Please invoice my organisation
(Payment Terms 30 days.) Purchase Order No ………………………………………………….

☐ Credit Card Payment
(we will ring you to take payment details and then destroy these details)

Signature of cardholder ………………………………………………………………………………………………………

Cardholder name (in BLOCK CAPITALS) ………………………………………………………………………………………

Cardholder address details (if different from Section 1)
ADDRESS …………………………………………..………………………………………………………………………….

………………………………………………………………………………………………………………………….

POSTCODE ………………………….. COUNTRY …………………………………………..

TEL …………………………………… FAX ……………………………………

Section 4: Authorisation

Members agree to abide by the Conditions of Service details of which are available at http://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-0

Members agree for the personal details on this form to be stored on a database whilst the data is needed for library administration, to operate the automated entry system and to collect anonymised admission statistics. You can access further information regarding data protection policies on the University of London website.

Special offer applications for membership are subject to the official Terms and Conditions available on our website at http://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-2-0

Signed on behalf of the organisation………………………………………….. Date ……………………………

Name (in BLOCK CAPITALS) ……………………………………………………………………………………….

POSITION ……………………………………………………

TEL ………………………………………………………

Please sign before returning this form – Thank you