



# PARLIAMENTARY RECORDING UNIT

Westminster House, 7 Millbank, London SW1P 3JA

Tel 020 7219 5511 Fax 020 7219 4864 Email [pru@parliament.uk](mailto:pru@parliament.uk) Website

[www.parliamentlive.tv](http://www.parliamentlive.tv)

## RECORDINGS ORDER FORM

<b>NAME:</b>	
<b>COMPANY NAME:</b>	
<b>ADDRESS</b>	
<b>EMAIL – the invoice will be sent to this address</b>	
<b>TELEPHONE:</b>	
<b>ITEM REQUIRED</b>	
<b>AMOUNT TO BE DEBITED</b>	<b>IF COST OF ITEM AGREED, PLEASE INSERT AGREED PRICE.</b>
<b>Invoice Name &amp; Address if different</b>	
<b>VAT NUMBER (if required)</b>	<b>FOR NON UK ORDERS WITHIN THE EU VAT WILL BE ADDED UNLESS A VAT NUMBER IS INCLUDED</b>

**Payment to be made within 30 Days. Payment Details will be given on the invoice.**

**Payment can also be made by Cheque – made payable to the Parliamentary Recording Unit**

**Please return by Email to [pru@parliament.uk](mailto:pru@parliament.uk) or by Post to the above address**