

# The Bible

## unwrapped

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BRF BIBLE SUNDAY

### Bible reading notes - Church subscriptions

Please start my order from Jan/May/Sep\* (*delete as applicable*)

I would like to pay annually/receive an invoice each issue of the notes (*delete as applicable*)

Please send me:	Quantity
New Daylight	
New Daylight Deluxe	
Guidelines	
Day by Day with God	

Please do not enclose payment. We will invoice you for the number of issues.

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Church \_\_\_\_\_

Name of minister \_\_\_\_\_

#### INFORMATION FOR CHURCHES

Once you have placed your order, you will receive the requested number of copies of *New Daylight*, *Guidelines* and *Day by Day with God* every four months until you notify us of any change.

#### Account number

You will be given an account number once the first order is placed. This will be on all correspondence from BRF. Please quote this number when writing to us or telephoning us as this will help us trace your records quickly.

#### Changes to your order

You can order additional notes at any time of the year and you will receive them postage free. We will send them to you with an invoice. You are very welcome to return any surplus notes to us, provided they are in good condition. We will then send you a credit note for surplus notes returned. Please return any unwanted notes to us by the end of the first month of the period for which they are published, e. g. you can return copies of the January – April notes until the 31 January. We regret we cannot credit any notes received after this date.

You are free to amend your order at any time. We will include an amendment form with each issue that you can use to change your order.



## CHURCH SUBSCRIPTIONS

### **Payments**

You will receive an invoice for your order yearly in advance (May – April), unless you have requested an invoice with each issue. We will send the invoices to you under separate cover. Prompt payment of the invoices would be greatly appreciated. You will also receive a statement twice yearly to give you an overview of payments made and credits received. We accept cheques and all major credit cards. Please make cheques payable to BRF. We ask you to avoid sending cash if at all possible. We will be glad to send you a receipt, should you require one, but ask that you enclose a stamped addressed envelope.

### **Prices**

You will receive the notes at the group rate, provided your total order is for five or more copies, all sent to one address. Should your order fall below a total of five copies, you will receive them at the price for individual subscriptions, payable in advance. Price increases normally come into effect in May, i. e. at the beginning of the subscription year. The new prices are published in the January – April issues of the notes as well as in the autumn edition of BRF News.

### **Discounts**

We can offer you a discount of 5% for orders between 50 and 99 copies. Should your standing order exceed 99 copies, we can give you a discount of 7.5%.

You are free to determine yourself how much to charge your members for annual subscriptions. Our suggestion is that the rate could be the group rate plus any postage incurred by you when forwarding notes to readers.

### **Promotional materials**

You will receive a copy of BRF News with each issue, as well as information about new publications, retreats and events and any new special offers we may have. We will be more than happy to supply you with additional promotional materials like leaflets and sample copies of our notes to help you promote Bible reading in your church. We do not charge for this but ask for your contribution to postage and packing.

### **Despatch**

Notes are despatched well in advance and should reach you about 6 – 8 weeks before the next issue is due to give you time to distribute the notes to the readers. We start preparing the documents for despatch about 10 weeks before the next issue is due. Due to the number of consignments which are sent out, it takes our packers 2 – 3 weeks to pack and then deliver the notes to you. We despatch notes to overseas members five months in advance, regardless of whether they are sent airmail or surface mail.

### **Finally...**

Thank you for your support of our work. We hope that together with you, we can make a contribution to helping others to encounter the living God through Bible reading and prayer. Should you have any further questions or suggestions, please do not hesitate to get in touch with us. We will be glad to help.

For further details about group subscriptions, please contact the BRF office on 01865 319700.

