

Replacement transcript order form

The IAM can normally issue replacement transcripts within six years from the date of the original issue. Please complete the form (in **BLOCK** letters) and return to the IAM together with the administration fee of £30 per transcript.

Forename:	Surname:
Address (must be cardholder's address):	
Country:	Postcode/ZIP:
Telephone:	Mobile:
Email:	
Membership Number:	

I request a replacement transcript for:

	Level 2 Introductory Award in Administrative Management (NQF)	£30.00
	Level 2 Certificate in Principles of Business Administration (QCF)	£30.00
	Level 3 Certificate in Administrative Management (NQF)	£30.00
	Level 3 Certificate in Principles of Business Administration (QCF)	£30.00
	Level 4 Diploma in Administrative Management (NQF)	£30.00
	Level 4 Diploma in Business and Administrative Management (QCF)	£30.00
	Level 5 Advanced Diploma in Administrative Management (NQF)	£30.00
	Level 5 Diploma in Business and Administrative Management (QCF)	£30.00
	Level 6 Diploma in Business and Administrative Management (QCF)	£30.00
	Level 6 Extended Diploma in Business and Administrative Management (QCF)	£30.00

Reason for replacement transcript request:

- Loss of original transcript**
- Error on original transcript** (include details and enclose original transcript):

Please see next page for payment details.

Replacement transcript order form

ALL APPLICANTS:

I am enclosing a remittance for (insert numbers):

Transcripts at £30 each

Total payable (£):

Cheque/Bankers Draft/Postal Order

Payable to 'The Institute of Administrative Management'

Debit card:

Delta
 VISA

Solo
 Switch

Switch only:

Issue No:
 Start Date: /

Credit card:

VISA Mastercard

Card No: - - -
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:

Date: / /

Return to:

Customer Services, IAM, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE

Fax: +44 (0)20 7091 2619

Email: info@instam.org

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org