



Practice Services Application Form

LOCAL AUTHORITY / GOVERNMENT DEPARTMENTS

Please read the notes overleaf carefully, then complete and return this form with payment. If you would like to be invoiced please provide a purchase order number to mrichardson@rias.org.uk.

Office Details

Local Authority / Government Department Name

Details	Head Office	Branch 1	Branch 2	Branch 3
Contact Name				
Address and Postcode				
Total Staff Located Here				
Telephone				
Fax				
Email				
Website				

Subscription Calculation

Staff figures should include staff at head and branch offices. All amounts shown are excluding VAT.

In calculating the grand total, please add VAT at the rate current at time of application.

Practice Services	No.	Rate	Subtotal
Main Office	1	@ £496.00	£496.00
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£

For statistical information only	Number
RIAS / RIBA Member(s)	
Other Architects	
Other Architectural Staff (see note over)	
Other Clerical and Support Staff	



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Payment Details

Donation

Architects Benevolent Society

In order to Gift Aid your donation, please donate directly to:
www.absnet.org.uk/donate

Payment by Cheque

I enclose a cheque made payable to the RIAS for £

Signed

Date

Payment by Credit or Debit Card

Please debit my VISA/Mastercard/Maestro card for £

Card Number

Expiry Date Start Date Issue No.

We will require your three digit security (CVC) number. For your security, please do not supply the number on this form – we will contact you by telephone.

Please sign and return completed forms to: Practice Services, RIAS, 15 Rutland Square, Edinburgh EH1 2BE.

Notes for Guidance

Subscription to Practice Services (Publicly-funded Offices and Local Authorities)

- 1 This service is offered to Organisations as a **whole**, i.e. it is inclusive of Head and Branch Offices. It is expected that Head Offices will make an application and pay the subscription on behalf of all the offices.
- 2 **Architectural Staff** includes all Architects and Technicians. This should exclude architectural students, CIAT students, support staff and Clerk of Works. Numbers of staff will fluctuate from time to time. This will not affect your subscription.
- 3 **Other Clerical and Support Staff**. We collect data on employment of both architects and ancillary staff for statistical purposes.
- 4 Practice Information is **issued on paper** with a ring binder only by specific request and at additional charge to cover printing and postage. Practice Notes are now posted to the website as they are produced.
- 5 The RIAS can supply suitable RIAS ring **folders** into which you can insert Notes if you wish to retain hard copy (remember that the archive is available on the website).
- 6 Please **return** the application form together with your remittance as soon as possible, made payable to RIAS, 15 Rutland Square, Edinburgh EH1 2BE. The service runs from 1 January to 31 December. The figures on the application form are now exclusive of VAT.
- 7 **Final reminder** – have you read these notes? Have you enclosed your remittance? Have you advised the RIAS of your current email addresses, necessary if you are not to miss out on communications?
- 8 Make sure **your email system** is set up to accept email from the RIAS.

For further information, please contact:

Maryse Richardson

Senior Manager: Practice

The Royal Incorporation of Architects in Scotland

15 Rutland Square, Edinburgh EH1 2BE

0131 229 7545

mrichardson@rias.org.uk

www.rias.org.uk