



Practice Services Application Form

PRIVATE PRACTICE

Please read the notes overleaf carefully, then complete and return this form with payment.

Office Details

Practice Name

Trading as (please tick)

Sole Trader

Partnership

Co-operative

LLP

Plc

Ltd

Unlimited Co

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

Practice Services

Subscriptions are based on the office type and number of staff working for the practice at all offices. All amounts shown are excluding VAT. In calculating the grand total, please add VAT at the rate current at time of application.

Sole Practitioners	No.	Rate	Subtotal
Sole Practitioner Rate	1	@ £146.00	£146.00
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£

All Other Practices	No.	Rate	Subtotal
Main Office	1	@ £100.00	£100.00
Branch Office(s)		@ £56.00	
RIAS / RIBA Member(s)		@ £53.00	
Other Architects		@ £95.00	
Other Architectural Staff (see note over)		@ £95.00	
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£



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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 (Private Practices)

- 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. If an organisation has autonomous Branch Offices then these should make separate application as a Head Office.
- 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.
- 9 **Large practices** do not have to pay more than £2,425.53 exclusive of VAT for the service, regardless of size.
- 10 **Part-time staff** should be counted as full-time equivalents – rounded up to the nearest whole number.
- 11 **Sole Practitioners** are defined as practices where there is one practitioner with no further architectural staff.

For further information, please contact:

Maryse Richardson

Senior Manager: Practice

The Royal Incorporation of Architects in Scotland

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