

NATIONAL

**talking** newspapers

and magazines

bringing print to life for blind people

APPLICATION FOR PHYSICALLY  
HANDICAPPED PEOPLE

National Talking Newspapers and Magazines  
National Recording Centre  
Browning Road  
Heathfield  
East Sussex  
TN21 8DB



unsung heroes

The Queen's Award for  
Voluntary Service 2008

Tel: 01435 866102  
Fax: 01435 865422

Email: [info@tnauk.org.uk](mailto:info@tnauk.org.uk)  
Web: [www.tnauk.org.uk](http://www.tnauk.org.uk)

TNAUK: Registered Charity No. 293656

# APPLICATION NOTES

## Postage & other information

Tapes and CDs are sent free to UK, European and World-wide subscribers under the “Articles for the Blind” concession. Members should check with their own postal authorities to confirm that they operate the concession.

All cheques must be in sterling, and made payable to *TNAUK*. Cheques from overseas residents must be drawn on a UK bank. Eurocheques are not acceptable.

**Please note:** daily newspapers are recorded, on audio cassette, as a week’s digest of each title, dispatched weekly on one tape. To ensure continuity of supply, we ask you, where possible, to return weekly/fortnightly titles within one week, monthly/bi-monthly titles within two weeks, and quarterly titles within one month. Unlike the tape editions, both audio CDs and DAISY CDs do not have to be returned.

Separate application forms are available for physically disabled people and for those wanting multiple user licences. This application form and a subscription renewal form are available on tape and by e-mail.

## Pricing & Payments

Each publication taken on audio tape or audio CD is priced individually according to the frequency of the publication, the number of tapes and CDs on which the publication is delivered, and the format. To ascertain the price of a particular publication, check your catalogue for the tape/CD and frequency details, then refer to the table below for the price.

For example, Reader’s Digest is a monthly title produced on two tapes or CDs. To take it on audio tape costs £16 for an annual subscription. To take it on audio CD is the same, £16 pa.

Our Digital and DAISY products and services are also priced individually – see table below.

When completing this application form you will need to list any publications you would like to take on tape or audio CD in the space provided on page 4 of this form.

If you elect to take publications in e-text format, we will contact you by email detailing how to select publications – you do not need to select your publications via this form.

If you would like to take a Digital or DAISY product then place a tick in the box provided alongside the product (on page 4) and confirm the price.

When you have selected all your publications and formats, fill in the 'Publications Total' amount, and then the 'Grand Total' amount, including any voluntary donation.

**Finally, please don't forget to include your cheque or, if paying by credit card, providing your card information in the space provided. If you would like to pay by Direct Debit, please complete the attached Direct Debit form.**

## Price Reference Table

Tapes	Price	Audio CD	Price
Tape (Weekly)	£21.00	Audio CD (Weekly)	£21.00
Tape (Weekly Double)	£31.00	Audio CD (Weekly Double)	£31.00
Tape (Monthly)	£11.00	Audio CD (Monthly)	£11.00
Tape (Monthly Double)	£16.00	Audio CD (Monthly Double)	£16.00
Tape (Monthly Triple)	£21.00	Audio CD (Monthly Triple)	£21.00
Tape (Fortnightly)	£16.00	Audio CD (Fortnightly)	£16.00
Tape (Bi-Monthly)	£7.00	Audio CD (Bi-Monthly)	£7.00
Tape (Bi-Monthly Double)	£11.00	Audio CD (Bi-Monthly Double)	£11.00
Tape (Quarterly)	£7.00	Audio CD (Quarterly)	£7.00
Tape (Quarterly Double)	£11.00	Audio CD (Quarterly Double)	£11.00
Tape (Half Yearly)	£7.00	Audio CD (Half Yearly)	£7.00
<b>Digital</b>		<b>DAISY</b>	
E-Text	£39.00	DAISY/MP3 CD Weekly	£69.00
CD-ROM (Weekly)	£69.00	DAISY/MP3 CD Monthly	£29.00
Audio Download (MP3)	£59.00		
Digital Bundle (E-Text & Audio D'load)	£84.00		

**NOTE: All prices are per annum**

# PRODUCT AND PUBLICATION SELECTION

## Publication Selections – Tape & Audio CD

*Code	Title	Format(T/CD)	Amount (£)

\* See catalogue for publication code

### Annual Subscription to the DAISY service

601 Weekly Newsagent (Women's Edition)	<input type="checkbox"/> £69.00	£ _____
602 Weekly Newsagent (General Edition)	<input type="checkbox"/> £69.00	£ _____
603 Current Affairs Weekly	<input type="checkbox"/> £69.00	£ _____
605 Arts & Entertainment Weekly	<input type="checkbox"/> £69.00	£ _____
604 Monthly Newsagent	<input type="checkbox"/> £29.00	£ _____

### Annual Subscription to Digital Services

E-Text via Web/BBS/Email (Unlimited Titles)	<input type="checkbox"/> £39.00	£ _____
Audio Download (MP3)	<input type="checkbox"/> £59.00	£ _____
Digital Bundle (E-Text & Audio Download)	<input type="checkbox"/> £84.00	£ _____

### Subscription to the weekly CD-ROM service

3 Months	<input type="checkbox"/> £17.25	_____
6 Months	<input type="checkbox"/> £34.50	_____
12 Months	<input type="checkbox"/> £69.00	_____

### Postage

Weeklies (each)	£18.00	_____
Fortnightlies (each)	£9.00	_____
Monthlies/Monthly Daisy (each)	£5.00	_____
Bi-Monthlies (each)	£2.50	_____
Quarterlies (each)	£1.75	_____
Weekly CD-ROM/Weekly Daisy	£18.00	_____

**GRAND TOTAL - Inc. voluntary donation - see overleaf:** \_\_\_\_\_

# PERSONAL & PAYMENT INFORMATION

<b>Name &amp; Address of Recipient</b>	<b>Name &amp; Address of person placing order (if different from recipient)</b>
Title _____ Initials _____	Title _____ Initials _____
Surname _____	Surname _____
Address _____	Address _____
Town _____	Town _____
County _____	County _____
Postcode _____	Postcode _____
Telephone _____	Telephone _____
E-Mail* _____	E-Mail _____

\*Please provide a valid email address if electing to take publications via e-text

Please send the recipient's chosen publications commencing:	Month/Year
	/

<b>Date of Birth:</b>		<b>Where did you hear of the service?</b>	
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**I would like to pay by (please tick):**

Direct Debit     
  Credit or Debit Card     
  Cheque

If paying by Credit/Debit or Direct Debit, provide your card or bank information in the space provided.

**If paying by cheque, please make cheques payable to 'TNAUK'**

**Direct Debit**

I would like to pay my subscription amount by Quarterly/Half-Yearly/Annual Direct Debit (circle payment period).

Please complete the Direct Debit instruction on the penultimate page.  
 Note: National Talking Newspapers & Magazines will send a renewal notice prior to each payment being taken.

**If paying by Credit Card, please complete the following:**

Amex/Diners/Visa/ \_\_\_\_\_  
 MasterCard/Switch: \_\_\_\_\_

Issue No. (Switch only): \_\_\_\_\_ Start Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

3 Digit Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

# REQUIRED DOCUMENTATION

## DECLARATION

The service provided by National Talking Newspapers and Magazines is only available to visually impaired persons unable to read normal size (N12) print with glasses, or anyone not able to access printed material for other reasons, such as physical disability. By signing this form you are declaring your eligibility to receive the service. You may be required to submit proof of your status at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY POLICY - THE DATA PROTECTION ACT 1998

The Association is registered under the Data Protection Act reference number B029905X. The information supplied by you is held on a computer database used to process the despatch of our tapes. This information may also be used in the following ways -

- by The Association for fundraising & marketing purposes
- by Talking Newspaper Enterprises Limited, a company owned by the Association, for the distribution of selected commercial recordings.
- to be shared with charitable partners with whom we have, or might have, an association.

If you do not wish your information to be for any of these purposes then please contact us at any time to let us know of any objections you may have to how we use or disclose your data.

### Please check that you have remembered to:

- complete your name and address correctly
- sign declaration confirming visual impairment/print disablement
- tick age box
- include postcode
- include payment
- select your publications

Please send the completed application form to:

**Talking Newspaper Association of the United Kingdom  
National Recording Centre, Heathfield, East Sussex, TN21 8DB**

For help completing this form telephone: (01435) 866102

# DONATIONS & GIFT AID

**Voluntary Donation: THANK YOU!**

£ \_\_\_\_\_

**GIFT AID:** If you are a taxpayer we can automatically reclaim tax relating to any donation you make, increasing the value of your gift at no cost to you. Please complete the form below.

**American Taxpayers:** If you want a U.S. Tax Deduction Please Ring 01435 866102

**LEGACIES:** We also rely heavily on legacy support. Tick here to receive a copy of our legacy leaflet in:  **Large Print**  **On Tape**

**PAYROLL GIVING:** Please ask your employer whether they run this scheme and for details of how to join.

## Gift Aid

**Name of Charity:** Talking Newspaper Association UK

### Details of Donor

Title \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

I want the charity to treat

- the enclosed donation of £ .....
- the donation(s) of £ ..... which I made on ...../...../.....
- all donations I make from the date of this declaration until I notify you otherwise
- all donations I have made since 6 April 2000, and all donations I make from the date of the declaration until I notify you otherwise

as Gift Aid donations.

*\*delete as appropriate*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Are you an income tax and/or capital gains tax payer: Yes  No

If you would like the contact details of your local Talking Newspaper, please tick here:

<sup>†</sup>Have you served in, or been married to someone who has served in, (including National Service)? Army Navy RAF

<sup>†</sup>Supplying this information helps us provide an appropriate range of publications and enables us to provide non-personal statistical information to funders.

## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

National Talking Newspapers and  
Magazines  
FREEPOST SEA12795  
National Recording centre  
Heathfield  
East Sussex  
TN21 8BR

**Originator's Identification Number**

9	7	4	7	1	5
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**Name(s) of Account Holder(s)**


**Reference Number**

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**Bank/Building Society account number**

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**Instruction to your Bank or Building Society**

Please pay the Talking Newspaper Association Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Talking Newspaper Association and, if so, details will be passed electronically to my Bank/Building Society.

**Branch Sort Code**

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**Name and full postal address of your Bank or Building Society**

To: The Manager	Bank/Building Society
Address	
Postcode	

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DD12

This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the Talking Newspaper Association will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Talking Newspaper Association or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.