



## Legal Secretaries and Legal Studies Programmes

### Course Book Order Form

To complement the CILEx qualifications, CILEx recommends that learners purchase the course book that accompanies the units.

To place an order, please complete the form and send it to: CILEx/Legal Studies Team, Kempston Manor, Kempston, Bedford, MK42 7AB or email it to [legalstudies@cilex.org.uk](mailto:legalstudies@cilex.org.uk).

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other:
Family Name:					
Forename:					
Address:					
Postcode:					
Telephone Number:					
Email Address:					
Name of Centre:					

*If you are based overseas, please contact CILEx for the international order form.*

7655 – CILEx Certificate/Diploma for Legal Secretaries (Level 2/Level 3)				
TITLE	PRICE	QTY	TOTAL	
			£	p
<b>Level 2</b>				
220 Legal Text Processing	£8.00			
221 Legal Audio Processing	£5.00			
222 Working in the Legal Environment	£12.00			
224 Legal Spreadsheet Processing	£6.00			
225 Legal Database Processing	£6.00			
226 Legal Presentation Techniques	£6.00			
<b>Level 3</b>				
320/321 Legal Text and Audio Processing	£13.00			
322 Business Skills in the Legal Environment	£12.00			
324 Legal Spreadsheet Processing	£6.00			
325 Legal Database Processing	£6.00			
326 Legal Presentation Techniques	£6.00			
<b>TOTAL</b>				

TITLE	PRICE	QTY	TOTAL	
			£	p
<b>Answer Books – Level 2</b>				
220 Legal Text Processing	£2.00			
221 Legal Audio Processing	£2.00			
224 Legal Spreadsheet Processing	£1.50			
225 Legal Database Processing	£1.50			
226 Legal Presentation Techniques	£1.50			
<b>Answer Books – Level 3</b>				
320/321 Legal Text and Audio Processing	£4.00			
324 Legal Spreadsheet Processing	£1.50			
325 Legal Database Processing	£1.50			
326 Legal Presentation Techniques	£1.50			
<b>TOTAL</b>				

7657 – CILEx Award/Certificate/Diploma in Legal Studies (Level 2)				
TITLE	PRICE	QTY	TOTAL	
			£	p
201 The Legal Environment	£11.00			
202 Principles of Criminal Liability	£11.00			
203 Principles of Contract Liability	£11.00			
204 Principles of Negligence	£11.00			
205 Law in the Workplace	£11.00			
206 Civil Litigation	£11.00			
207 Consumer Rights	£11.00			
208 Family Law	£11.00			
209 Wills and Succession	£11.00			
210 Conveyancing	£11.00			
<b>TOTAL</b>				

### POSTAGE FEE CALCULATOR

#### Course books

QTY	FEE per course book	TOTAL	
		£	p
1-9	£2.50		
10+	£2.00		
50+	£1.75		
100+	£1.50		
150+	Please contact CILEx for the postage fee <input type="checkbox"/>	Office use only	£ .

#### Answer books

QTY	FEE per answer book	TOTAL	
		£	p
1-9	£1.25		
10+	£1.00		
50+	£0.75		
100+	£0.50		
150+	Please contact CILEx for the postage fee <input type="checkbox"/>	Office use only	£ .

**TOTAL ORDER FEE** (books + postage)

£	p

**Payment Method** (please tick appropriate box):

Cheque (payable to the Chartered Institute of Legal Executives)  Purchase Order (centres only)

Debit/Credit Card:      Visa          MasterCard          Maestro     

Card Number:

Security Code:

Valid From:          Expiry Date:   

Cardholder if different to main applicant

Name on Card .....

Address .....

.....

.....

Postcode ..... Email .....

Tel No .....

Signature .....

Dated .....