**SURREY WI NEWS FOR 2021/ 2022**

A present we have a hope that printing of Surrey WI News (SWIN) will resume from May 2021, but please don’t get upset with us if it does not happen as it is down to factors outside our control. We need to send the postage labels to the printers by mid April. If you return this order to the office by **10th April** we will be able to included revised numbers for the May SWIN, otherwise you will be sent the number you ordered last summer, so you won’t miss out on the May 2021 SWIN.

Please return this form by 10th May 2021 at the latest for your ongoing order.

SWIN is an invaluable source of information of Federation news and events and should be ordered now. The subscription for this year remains at £5.00 per copy for 12issues and begins with the June 2021 edition. You can change your order at any time during the year and we will invoice you for any additional copies. WIs will still receive 5**free** copies (2 for the Secretary, one each for the President and Treasurer and one extra for visitors/promotion) and you will not be invoiced for these.

The Federation will charge for the **post and packing** costs as follows:­-

|  |  |
| --- | --- |
| Total copies (including your 5 free) |  |
| 5 to 10 | Already paid with Membership Fees |
| 11-20 | Additional £1 per WI per month (Invoiced as £12 per annum)  |
| 21-30 | Additional £2 per WI per month (Invoiced as £24 per annum) |
| 31-40 | Additional £3 per WI per month (Invoiced as £36 per annum) |
| 40+ | Additional £4 per WI per month (Invoiced as £48 per annum) |

Postage and packing will appear as a separate item on your invoice for SWIN*.* Post and packing charges are subject to review should Royal Mail further increase prices during the year. The postage band you are invoiced for will be the total of the number of copies you order, including the five free copies. The printer works in units of 5 so any extra copies used to round up a delivery to end in 5 or 0 will not be charged for. Any such extra copies can also be used for promotion purposes.

All newsletter packs are posted to the person designated to receive the SWIN according to the instructions on your annual information form completed in late 2020.

Please note that WIs formed in 2021 do not have to pay for either the newsletter or p & p. WIs formed in 2020 only has to pay the p & p charges. Please still confirm numbers below.

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**SURREY FEDERATION OF WIs**

**SURREY WI NEWS SUBSCRIPTION ORDER FORM 2021/2022 £5.00 PER COPY PER ANNUM**

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| --- | --- | --- | --- |
| **WI NAME:** |  | **SUR No:** |  |
| **QUANTITY OF SWIN REQUIRED INCLUDING THE 5 FREE COPIES FOR THE PRESIDENT, SECRETARY & TREASURER** |  |

Please return this form as soon as possible, and at the latest by 9th May 2021, via email to info@surreyfedwi.org.uk or post to the address above.

**PLEASE DO NOT SEND ANY MONEY WITH THE FORM AS YOU WILL BE SENT AN INVOICE**