

Please complete this form to request an invoice from the Society of General Microbiology for journal subscriptions in 2010, from our customer services representative.

Please return this form to: Society for General Microbiology, Journal Sales, Marlborough House, Basingstoke Road, Spencers Wood, Reading RG7 1AG, UK,

email to: jsales@sgm.ac.uk
or fax: +44 (0) 118 988 5656



Journal Invoice Request Form

page 1 of 4

A. CONTACT DETAILS

1. SGM customer number _____
(If you are a new customer please write 'new customer')

2. Is this a new purchase or a renewal ? *(please tick)*

3. Are you a customer or subscription agent ? *(please tick)*

4. Your name _____

5. Email address _____

6. Telephone number _____

7. Invoice address _____

8. Customer name and address *(if different from above)* _____

9. Shipping Address, if you are ordering print titles _____

10. VAT UK: Prices quoted do not include VAT. Online and combined subscriptions for bill-to addresses in the UK are subject to VAT. For online-only subscriptions, please add 15% VAT to the total value of the subscription. For combined print and online subscriptions, please add 4.5% VAT (being 15% on 30% of the total value of the subscription).

EU: Subscriptions in the EU may be subject to VAT. If you are registered, please supply your VAT number to avoid unnecessary charges. If you are not registered for VAT please write 'not registered'.

VAT Number: _____

B. JOURNAL SELECTION

1. Please tick which journals you wish to subscribe to in 2010

	<i>Print & Online</i>	<i>Online Only</i>
Microbiology <i>Print ISSN 1350-0872</i> <i>Online ISSN 1465-2080</i>		
Journal of General Virology <i>Print ISSN 0022-1317</i> <i>Online ISSN 1465-2099</i>		
International Journal of Systematic and Evolutionary Microbiology <i>Print ISSN 1466-5026</i> <i>Online ISSN 1466-5034</i>		
Journal of Medical Microbiology <i>Print ISSN 0022-2615</i> <i>Online ISSN 1473-5644</i>		

C. TIER ALLOCATION

[Subscription agents: The following questions refer to the profile of the subscribing organization. Please fill in on their behalf.]

Existing Customers

If you are an existing customer and already know your tier, please tick relevant box below:

1 2 3 4 5

Existing customers please go to section E.

New Customers

Under SGM's new tiered pricing structure rather than every customer paying the same amount, the amount you pay for your subscription depends on a number of factors including the size of your organization, and the number of sites from which your users need access. To enable us to accurately calculate your tier and generate an invoice for you, please provide us with the following information.

Type of licence needed (*Please tick one*).

An explanation of the types of licence available is provided in the appendix at the end of this form.

Basic site licence Extended Basic site licence Multi-site licence

D. TYPE OF ORGANIZATION

1. Organization size

FTE stands for Full Time Equivalent. It is way of measuring the size of your organization. For academic organizations such as universities FTE refers to the number of full-time students (or equivalent) plus the total number of faculty members. In the case of a hospital it is the total number of professionals (eg. doctors, nurses, etc). For companies, not-for-profit and governmental organizations FTE it is the total number of full-time staff (or equivalent).

What is your total FTE?

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D. TYPE OF ORGANIZATION continued:

2. Organization type

Please select the type of organization that best describes you from the list below.
(please tick one only).

ACADEMIC	<input checked="" type="checkbox"/>
Primary/secondary school	<input type="checkbox"/>
Community, technical, or associates level (US) further education (UK) college WITHOUT a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Community, technical, or associates level (US) further education (UK) college WITH a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Undergraduate (bachelors or equivalent) or masters level college/university (non PhD granting) WITHOUT a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Undergraduate (bachelors or equivalent) or masters level college/university (non PhD granting) WITH a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Post-graduate research university (PhD granting) WITHOUT a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Post-graduate research university (PhD granting) WITH a medical/pharmacy/veterinary school attached	<input type="checkbox"/>
Medical, veterinary, or pharmacy school	<input type="checkbox"/>
Nursing school or allied health training programme, seminary	<input type="checkbox"/>
Consortia of academic libraries. Includes groups of universities and 'university systems'	<input type="checkbox"/>

MEDICAL	<input checked="" type="checkbox"/>
Private practice office or private clinic	<input type="checkbox"/>
Community hospital or clinic	<input type="checkbox"/>
Major teaching or research hospital; medical school/pharmacy school/veterinary school-affiliated and/or with multiple residency programmes.	<input type="checkbox"/>
Healthcare network	<input type="checkbox"/>
Consortia of medical libraries and affiliated hospitals	<input type="checkbox"/>

CORPORATE	<input checked="" type="checkbox"/>
For-profit independent company, partnership, or organization	<input type="checkbox"/>

PUBLIC, NON-PROFIT OR GOVERNMENTAL	<input checked="" type="checkbox"/>
Local government agency/ministry eg. city public health authority	<input type="checkbox"/>
Health policy or advocacy non-profit office; charitable organization	<input type="checkbox"/>
Private non-profit, non-profit, or government research organization, institute or laboratory.	<input type="checkbox"/>
Professional society or trade union; industry trade association	<input type="checkbox"/>
General reference public library, museum or non-profit administrative office, government library Not having a major scientific research programme.	<input type="checkbox"/>
Independent research library or museum with a scientific research programme	<input type="checkbox"/>
National government agency/ministry/institute	<input type="checkbox"/>
National Library	<input type="checkbox"/>
Single or groups of affiliated labs or regional buying groups, state or national government agencies that require a multi-site licence	<input type="checkbox"/>

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D. TYPE OF ORGANIZATION continued:

3. Sites needing access

Please provide full details of ALL sites/addresses you would like covered by this licence. Please give names, postal addresses, and IP ranges for each. If you are applying for a multi-site licence please include the FTE for each site. (Continue on a new sheet if necessary.)

E. FURTHER INFORMATION

Any additional information or questions for us? (Continue on a new sheet if necessary.)

Data Protection Act 1998 I understand that information provided by me on this form will be processed by the Society for General Microbiology and will be used for the purpose of processing my request for information on tier allocations and/or journal prices. This information will not be used by the Society for General Microbiology for other purposes or made available to third parties without my consent.

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A site licence is different to a physical 'site'. For example, a university with several separate campuses within the same city has several physical sites, but only requires a basic site licence based on the definitions shown below.



Appendix: Site Licence Definitions

1. Basic site licence

A basic site licence entitles access for:

- a single physical site (geographically contiguous buildings belonging to one organization)
- or;
- multiple campuses within one city that are part of a single organizational unit, administered centrally and sharing a common Director or Chief Executive Officer

2. Extended Basic site licence

An extended Basic licence entitles access for:

- two affiliated organizations (such as a research university and an associated medical school) based in separate, single physical sites;
- or
- two affiliated organizations (such as a research university and an associated medical school), each of which is a single organizational unit but each of which may be composed of several campuses within a single city (with overall access for the two organizations in up to two cities). Each individual organizational unit shares a common Director or Chief Executive Officer

3. Multi-site licence

A multi-site licence entitles access for:

- organizations or groups of organizations with more than two independently administered/managed locations within one city;
- or
- two non-affiliated organizations based in separate physical sites and separately administered/managed making a joint purchase;
- or
- organizations or groups of organizations in more than two cities, states, or countries, with administration of this licence being done centrally on behalf of all locations

¹ Certain types of organizations claiming a basic site licence are restricted to on-site access only (i.e. access is only allowed for users within the physical site and not remotely). These include: primary and secondary schools; private practice offices or private clinics; professional societies, trade unions, industry trade associations; and national and state libraries (See the detailed Tier Coding Grid for more information.).