

World Land Trust Books for Conservation Programme



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Step-by-step guide

1. The World Land Trust (WLT) donates all books free of charge but please read the Term's and Conditions (which include our policy on transport costs).
2. Fill in the Application Form – by doing this you are agreeing to the Terms and Conditions.
3. Send the completed application form to projects@worldlandtrust.org, or fax it on +44 (0) 1986 874425. If you are unable to do this, email the above address and you will be sent the Application Form as a Word document.
4. World Land Trust will send you the current book catalogue.
(You will be sent an updated copy twice a year *or on request*).
5. Select books from the catalogue. (*You may choose any number of books to suit your method of collection or budget for transportation costs.*)
6. Notify WLT of *how you would like the books to be sent*, i.e. freight or collection from the UK.
7. WLT will *send you a quote for transportation costs, and/or* arrange for the books to be sent to your chosen UK collection point. (*Note: WLT can usually arrange free delivery to London or Cambridge.*)
8. Pay for transportation costs via chosen method (*online, credit card, bank transfer*).
9. WLT will send the books.
10. On receipt of books, notify the WLT.

Note: The WLT would also be pleased to hear how the books are used and by whom. Please complete the feedback form sent with each consignment.

Costs

Rough Guide to the cost of sending 20kgs of books (about 25 books)

European Union	Rest of Europe	Rest of World
£35	£40	£100+

Please note these are very rough estimates. The price will vary depending on a number of factors, including the exact weight and size of the consignment, the collection point and the service used.

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Terms and Conditions

The World Land Trust (WLT) donates all books free of charge.

1. Transportation costs: usually transportation costs, including customs and air/sea port charges, are to be covered by the recipient. However, the WLT has some funding to cover the transportation costs for those organisations who otherwise would not be able to use the service. Before requesting WLT to cover the costs of shipment please consider the following possibilities:
 - Your Embassy in London may be willing to arrange the transportation of books to you.
 - Books can be collected by colleagues, representatives or friends visiting the UK. Packages can be collected from the **Royal Geographical Society** in London, **Birdlife International** in Cambridge, and from the WLT offices in Halesworth, Suffolk.
 - The WLT may be able to arrange for packages to be sent to a UK address of your choice.
2. Books are NOT for resale.
3. Books will not be dispatched until payment has been received or a date has been set for collection from a UK pick up point.
4. The WLT will not send out further consignments unless delivery of a previous consignment has been acknowledged.
5. The World Land Trust will refer to the recipient organisation as a World Land Trust Associate and will provide links to the Associate's website on the WLT website, and send copies of the WLT eBulletin and similar materials.
6. The recipient organisation agrees to provide links to the World Land Trust on its website, and to send copies of any email newsletter, press releases or similar on line materials.
7. The use of the name of the WLT and its charitable status, other than in conjunction with Term 6, is subject to prior agreement with the WLT.

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Application Form

Contact details

Please provide contact details, including, if possible, a named contact, telephone number and any associated contact in the UK

Nature of Work and Intended Use of the books

Other information – please include anything that you feel is relevant. Any specific transportation or customs issues that we may need to take into consideration when sending the books.

Other details: - to be used if eligible to receive books

Nearest airport and/or seaport

- Preferred method of payment;
Secure online payment
- Send credit card details by fax
- Bank transfer