

Wall of Honour Plaque Order Form

I would like ____ (number of plaques) at £2,000 each. Total: £_____

Title _____ First Name _____ Surname _____

Address _____

Postcode _____ Phone _____

Email address _____

Plaque Inscription Information

The format for the inscriptions on the Wall of Honour is as follows:



Person's full name _____

Please note:

- The maximum length of a single name entry is 40 characters, including spaces and punctuation
- You may choose to use initials instead of one or more names
- You may include one post-nominal/academic or professional qualification

Born _____ (date) _____ (city)

Died (if appropriate) _____ (date) _____ (city)

I am enclosing biographical and/or photographic material for the Digital Wall of Honour
(Please note this can be provided at a later date)

The Wiener Library reserves the right to vary any inscriptions as necessary, with donor consent, or to refuse an application which is considered unsuitable.

For more information or if you would like to honour more than one person, please contact the Development Coordinator at The Wiener Library on 020 7636 7247 or development@wienerlibrary.co.uk

Payment

I enclose a cheque / charity voucher for £ _____
(payable to The Wiener Library)

I would like to pay £ _____
by Visa / Mastercard / Amex (delete as appropriate)

Card Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Issue number

□ □ □ □

Start date

□ □ □ □

Expiry Date

□ □ □ □

Security number*

□ □ □ □

* Last 3 digits on reverse of card, or 4 printed digits on front of Amex card

Charity Gift Aid Declaration



Boost the value of your donation to the Wiener Library at no extra cost to yourself with Gift Aid

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer. The Wiener Library is able to claim 25p on every £1 that you donate.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ _____ and any donations I make in the future or have made in the past 4 years to **The Wiener Library**.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Donor's details for Gift Aid

Title _____ First Name _____ Surname _____

Full Home Address _____

_____ Postcode _____

Signature _____ Date _____

Please notify the charity if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

What happens next?

Please send your completed form to:

The Development Coordinator

The Wiener Library

29 Russell Square

LONDON

WC1B 5DP

If you have any further questions about the Wall of Honour, please email at us development@wienerlibrary.co.uk or telephone 020 7636 7247

Keeping you informed

We would like to contact you from time to time with information on news and events, updates on what your support is helping us to achieve and for future fundraising purposes. If you are happy for us to do so, please tick the box to indicate your consent.

You can change your mind at any time. If you do not wish to receive mailings from the Library in the future, please write to the Development Coordinator, The Wiener Library, 29 Russell Square, London WC1B 5DP, call 020 7636 7247 or email development@wienerlibrary.co.uk

Thank you for your generosity.