



Practice Services Application Form

LOCAL AUTHORITIES / GOVERNMENT DEPARTMENTS

Please read the notes overleaf carefully, then complete and return this form with payment.

Office Details

Local Authority / Government Department Name

Details	Head Office	Branch 1	Branch 2	Branch 3
Contact Name				
Address and Postcode				
Total Staff Located Here				
Telephone				
Email				
Website				

Subscription Calculation

Staff figures should include staff at head and branch offices. All amounts shown are excluding VAT.

In calculating the grand total, please add VAT at the rate current at time of application.

Practice Services	No.	Rate	Subtotal
Main Office	1	@ £496.00	£496.00
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£

For statistical information only	Number
RIAS / RIBA Member(s)	
Other Architects	
Other Architectural Staff (see note over)	
Other Clerical and Support Staff	

RIAS Admin only

Practice No.	Date Paid	Calc	Method	CP	Unblock	By



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Payment Details

Payment by Bank Transfer

I wish to pay by bank transfer

Make a transfer to:

Account Name: **RIAS Services Ltd**

Account Number: **00249660**

Sort Code: **83 51 00**

*Remember to include your practice name or practice number as reference.
If you would like to be invoiced please provide a purchase order number to
mrichardson@rias.org.uk.*

Please confirm your payment by filling in the section below:

Payment Reference you have used:

Payment Date:

Payment Amount:

Signed

Date

Payment by Credit or Debit Card

Payments by Credit or Debit Card are now made via the *Xero/Stripe* online payment platform. If you wish to pay this way complete the following statement:

I would like to pay my subscription of £ by VISA/
Mastercard/Maestro via *Xero/Stripe* online payment platform.

Return your form to pssubscriptions@rias.org.uk.

The RIAS Finance department will email you an invoice with a link to make payment.

Payment by Cheque

I enclose a cheque made payable to the RIAS for £

Donation – Architects Benevolent Society

In order to Gift Aid your donation, please donate via www.absnet.org.uk/donate.

Please email completed forms to pssubscriptions@rias.org.uk or post to *Practice Services, RIAS, 15 Rutland Square, Edinburgh EH1 2BE*. In the event of overpayment / underpayment, a member of the Practice Team will contact you. *The RIAS Finance department will issue a VAT receipt once the subscription has been processed.*

Notes for Guidance

Subscription to Practice Services (Publicly-funded Offices and Local Authorities)

- 1 This service is offered to Organisations as a **whole**, i.e. it is inclusive of Head and Branch Offices. It is expected that Head Offices will make an application and pay the subscription on behalf of all the offices.
- 2 **Architectural Staff** includes all Architectural staff not included under 'RIAS / RIBA Member(s)' or 'Other Architects' i.e. Planners, Technicians etc. This should exclude architectural students (Part 1, 2 and 3), CIAT students, support staff and Clerk of Works. Numbers of staff will fluctuate from time to time. This will not affect your subscription.
- 3 **Other Clerical and Support Staff**. We collect data on employment of both architects and ancillary staff for statistical purposes.
- 4 Practice Information is **issued on paper** with a ring binder only by specific request and at additional charge to cover printing and postage. Practice Notes are now posted to the website as they are produced.
- 5 The RIAS can supply suitable RIAS ring **folders** into which you can insert Notes if you wish to retain hard copy (remember that the archive is available on the website).
- 6 Please **return** the application form together with your remittance as soon as possible, made payable to RIAS, 15 Rutland Square, Edinburgh EH1 2BE. The service runs from 1 January to 31 December. The figures on the application form are now exclusive of VAT.
- 7 **Final reminder** – have you read these notes? Have you enclosed your remittance? Have you advised the RIAS of your current email addresses, necessary if you are not to miss out on communications?
- 8 Make sure **your email system** is set up to accept email from the RIAS.

If you have a query about this form, please contact:

Maryse Richardson
Senior Manager: Practice
mrichardson@rias.org.uk

or

Elaine Dobie
Practice Administrator
edobie@rias.org.uk

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