



Practice Services Application Form

PRIVATE PRACTICE

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

Office Details

Practice Name

Trading as (please tick)

Sole Trader

Partnership

Co-operative

LLP

Plc

Ltd

Unlimited Co

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

Practice Services

Subscriptions are based on the office type and number of staff working for the practice at all offices. All amounts shown are excluding VAT.

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

Sole Practitioners	No.	Rate	Subtotal
Sole Practitioner Rate	1	@ £146.00	£146.00
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£

All Other Practices	No.	Rate	Subtotal
Main Office	1	@ £100.00	£100.00
Branch Office(s)		@ £56.00	
RIAS / RIBA Member(s)		@ £53.00	
Other Architects		@ £95.00	
Architectural Staff (see note over)		@ £95.00	
Quarterly Practice Information on paper, supplied in folders		@ £33.00	
Total (Ex VAT)			£
Grand Total (Total + VAT)			£

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.

Please confirm your payment by filling in the section below:

Payment Reference you have used:

Payment Date:

Payment Amount:

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 £

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 (Private Practices)

- 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. If an organisation has autonomous Branch Offices then these should make separate application as a Head Office.
- 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.
- 9 **Large practices** do not have to pay more than £2,425.53 exclusive of VAT for the service, regardless of size.
- 10 **Part-time staff** should be counted as full-time equivalents – rounded up to the nearest whole number.
- 11 **Sole Practitioners** are defined as practices where there is one practitioner with no further architectural staff.

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

Maryse Richardson
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mrichardson@rias.org.uk

or

Elaine Dobie
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