

# SPECIAL ORDER FORM

DATE: \_\_\_/\_\_\_/2011

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

ITEMS ORDERED: (title, ISBN, author, publisher, etc) RRP inc GST

	RRP \$ _____
	RRP \$ _____
	RRP \$ _____
	RRP \$ _____
	RRP \$ _____
	RRP \$ _____

Delivery:

ADD POSTAGE inc. GST \$ \_\_\_\_\_

Pickup:

Total \$ \_\_\_\_\_

**Deposits are required for non-stock items and for items over \$100 RRP. Deposits paid are non-refundable.**

Customer signature: \_\_\_\_\_

*The Box Hill Institute Privacy Policy supports and endorses the State and National Privacy Acts. The Institute only collects personal information from you with your prior knowledge and consent and will only use personal information provided by you for the purpose for which it was collected. We ensure that your personal information will not be disclosed to other parties except if required by law or other regulation. We will take all reasonable precautions to keep personal information secure and to protect personal information from loss, misuse or alteration. All personal information will be removed from our systems when it is no longer required except for archival requirements.*

<b>WEB/MAIL/PHONE PAYMENT DETAILS: I have attached a cheque/money order for the above amount, or please charge my credit card as listed below: (Cheque/Money Order to be made payable to Box Hill Institute of TAFE.)</b>			
TOTAL COST:	\$ <input style="width: 80%;" type="text"/>	Eftpos security ID number on back of card _____	
Card Number:	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>
Expiry Date:	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>	Card Type: Visa / BankCard / MasterCard (please circle)
Card Holder:	<input style="width: 100%;" type="text"/>		Signature: <input style="width: 100%;" type="text"/>