

# SOUTHERN CROSS EDUCATIONAL ENT. LTD.

P.O. BOX 5470, BRENDALE MDC QLD 4500 AUSTRALIA

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## ORDER COVER SHEET (Australian Schools)

NAME		CUSTOMER CODE		DATE	
POSTAL ADDRESS				PHONE	
DELIVERY ADDRESS <input type="checkbox"/> As above				FAX	
<input type="checkbox"/> CHANGE OF ADDRESS Complete details overleaf					

### METHOD OF PAYMENT

BANKCARD  MASTERCARD  VISA

Cheque/Money Order Enclosed  
 Credit Card Authority Supplied

Card Number:

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

### DOLLAR VALUE OF ORDER SUMMARY

This section is for the customer to calculate the \$ value of their order.

Page #	Page 1			Page 2			Page 3			Page 4			Page 5		
	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total
A															\$3.70
B															\$3.70
C															\$3.70
D															\$3.70
E															\$3.30
F															\$3.30
PAGE TOTAL		@ \$3.70			@ \$3.70			@ \$3.70			@ \$3.70				
		(A)			(B)			(C)			(D)				(E)

Page #	Page 6			Page 7			Page 8			Page 9			Page 10		
	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total	Qty	Price	Total
A		\$3.70						\$3.70							
B		\$3.70						\$3.70							
C		\$3.70						\$3.70							
D		\$3.70													
E		\$1.30													
F															
PAGE TOTAL					@ \$3.70										
		(F)			(G)			(H)			(I)				(J)

<b>Pages Total - All Pages (A)+(B)+(C)+(D)+(E)+(F)+(G)+(H)+(I)+(J)+Misc</b>	<b>(v)</b>	<b>\$</b>
<b>Freight, Handling, Packaging &amp; Insurance Charge</b>	<b>(w)</b>	<b>\$</b>
<b>Sub TOTAL (Pre GST)</b>	<b>(X)</b>	<b>\$</b>
GST is payable on the total value of the order including freight.		
<b>ADD GST @ 10%</b>	<b>(y)</b>	<b>\$</b>
<b>Amount to be Paid ORDER TOTAL</b>	<b>(Z)</b>	<b>\$</b>

### SUMMARY OF INSTRUCTIONS FOR COMPLETING THIS ORDER ARE OVERLEAF

For greater detail see pages 2-6 of your catalogue

Use if faxing order  Please circle if faxing SCEE order page numbers being faxed  
Cvr 1 2 3 4 5 6 7 8 9 10 11 12 13

Please DO NOT fax & mail or email the same order more than once as you will probably receive two orders.  
If mailing payment separately SCEE requires your Surname / Customer Code & address but NOT a copy of the order.

Revised and effective from 22 July, 2008  
**SOUTHERN CROSS EDUCATIONAL MINISTRIES LTD.**  
**FREIGHT, PACKAGING AND INSURANCE**

	Dollar Value of Order		\$0 -	\$7.81 -	\$19.51-	\$101.41-	\$171.61-	\$351.01-	\$507.01-	Over	
	LOCATION	Post Code	\$7.80	\$19.50	\$101.40	\$171.60	\$351.00	\$507.00	\$682.50	\$682.50	
<b>A U S T R A L I A</b>	Metropolitan Brisbane Region	4000-4229 4300-4307 4500-4575	\$ 3.10	\$ 6.20	\$ 7.80	\$ 8.60	\$ 10.10	\$ 12.10	\$ 14.00		<b>A C T U A L  F R E I G H T  C H A R G E S</b>
	Queensland Country (Near)	4230-4299 4308-4499 4576-4689	\$ 3.10	\$ 6.20	\$ 9.90	\$ 14.40	\$ 14.40	\$ 17.30	\$ 21.00		
	Queensland Country (Far)	4690-4899	\$ 3.10	\$ 6.20	\$ 11.00	\$ 13.00	\$ 17.20	\$ 21.30	\$ 26.50		
	New South Wales *		\$ 3.10	\$ 6.20	\$ 11.60	\$ 13.60	\$ 17.70	\$ 21.80	\$ 26.90		
	Victoria		\$ 3.10	\$ 6.20	\$ 11.80	\$ 14.00	\$ 18.50	\$ 22.90	\$ 28.50		
	South Australia		\$ 3.10	\$ 6.20	\$ 12.90	\$ 15.90	\$ 21.80	\$ 27.70	\$ 35.10		
	Tasmania		\$ 3.10	\$ 6.20	\$ 13.40	\$ 17.20	\$ 24.90	\$ 32.70	\$ 42.30		
	Northern Territory		\$ 3.10	\$ 6.20	\$ 15.90	\$ 20.70	\$ 30.30	\$ 39.80	\$ 51.80		
	Western Australia		\$ 3.10	\$ 6.20	\$ 15.40	\$ 19.90	\$ 28.80	\$ 37.70	\$ 48.90		

**Change of Address** (Please enter your old address details in the space provided)

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**SUMMARY OF INSTRUCTIONS**  
 The Product Catalogue has the full set of instructions  
 1. Please prepare the order on current order forms & retain a copy for referring to – we will keep the original.  
 2. Transfer the dollar values for each column on each page to the "Dollar Value of Order Summary".  
 3. Calculate the total dollar value of the order and enter the total as (V).  
 4. Select the appropriate freight rate for your location and dollar value of the order from the Freight, Packaging, Handling & Insurance Chart above. Enter the amount as (W).  
 5. Calculate the sub total (V) & (W), calculate the total amount of the Order & complete the "Method of Payment"  
 6. Only orders up to 10 items should be phoned through. (Affects order turn-around time for everybody).  
 7. Send the order with payment to Southern Cross Education by Mail, Fax or E-Mail.  
 8. Back Order Policy. See Below\*\*

WHERE POSSIBLE PLEASE MAIL ORDERS (For accuracy & efficiency) KEEP PAGES IN ORDER & STAPLE.  
 PLEASE ALWAYS USE CURRENT ORDER FORMS SUPPLIED. PLEASE USE THE PRODUCT CATALOGUE TO FIND  
 GENERAL ITEM CODES NOT LISTED ON THESE FORMS. These items are to be filled in on page 8.

\* BACK ORDER POLICY Where an item is recorded on your invoice as "out of stock", SCEE will back order the item in question . and send it out to the customer as soon as it is in stock. No additional freight charge will be applicable in such circumstances  
 There will be no need for the customer to reorder an out of stock item under this policy. Where a customer prefers not to have items back ordered, they must indicate this on every order. Please note that there may be some delay experienced before new stock arrives.