

# Fax Order Form

Attn \_\_\_\_\_ (If there is more than one delivery, simply photocopy this form) Date \_\_\_\_\_  
 For Official Use \_\_\_\_\_ No. of Pages \_\_\_\_\_ Order No. \_\_\_\_\_ Sales Staff \_\_\_\_\_

## Order By / Bill To (Please complete details in BLOCK LETTERS)

Contact Person \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Tel / HP No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email \_\_\_\_\_

Company Stamp

## Delivery Instructions

Item code \_\_\_\_\_ Unit Price S\$ \_\_\_\_\_ Quantity \_\_\_\_\_ Total S\$ \_\_\_\_\_  
 Delivery Date \_\_\_\_\_ (DD / MM / YY) \* Kindly note that deliveries for PH will be from 9 - 6pm  
 Delivery Time (Please delete accordingly): 9am - 1pm, 2pm - 5.30pm, 7pm - 10pm  
 Recipient Name \_\_\_\_\_ Tel / HP No. \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 (if required)  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

## Your Order & Message

To \_\_\_\_\_ From \_\_\_\_\_  
 Card Message  
 (No more than  
 300 characters)  
 \_\_\_\_\_  
 \_\_\_\_\_

## Payment Mode (Please choose your method of payment)

Visa     
  MasterCard     
  American Express     
  Cheque (Corporate orders only)

Card Member's Name \_\_\_\_\_  
 Credit Card No. \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ (DD / MM / YY)  
 Card Verification Value No.\* \_\_\_\_\_ (3-digit value printed on the back signature panel of your card)  
 Promo Code \_\_\_\_\_

**Cheque Payments:**  
 Please make your cheque payable to FarEastFlora.com Pte Ltd and mail it to the address below. Alternatively, if you are using internet banking, you may also do an online transfer to our bank account.

**ATM or Online bank transfer:**  
 Please transfer into FarEastFlora.com Pte Ltd account: DBS Current Account (a/c 003-901134-2) or OCBC Current Account (a/c 501-700892-001). Kindly fax deposit slip to us at (65) 6355 0620. Orders will be sent upon receipt of deposit slip.

## Other Remarks

\_\_\_\_\_

### Gentle reminder:

- Please do not fax more than once to avoid double billing.
- We reserve the right to replace any item with another of equivalent value in view of stock availability.
- Cancellations must be made more than 48 hours before the requested day of delivery for local orders and a 50% cancellation fee of the total purchase price is applicable.
- For cancellation request received less than 48 hours before the requested day of delivery for local orders, the full purchase amount will apply.
- A delivery charge of \$6.50 (w/gst \$6.96) will be imposed for each delivery location. • A fee of \$10.70 will be chargeable for redelivery of orders.
- Confirmation of fax orders will be made via telephone. If you do not hear from us within the next hour, please kindly contact our Customer Service Officers at (65) 6251 2323.
- Terms & Conditions apply. For full details, kindly refer to [http://www.FarEastFlora.com/terms/terms\\_custcharter.aspx](http://www.FarEastFlora.com/terms/terms_custcharter.aspx).