Career Practitioner Resources
...putting life into the field of careers

CUSTOMER ORDER FORM - Printable Version

This version of our order form is intended to be printed for return by fax or post

Today's Date: ____/____/____ **Name:** _____

Position: _____ **Company:** _____

Address: _____ **P/code:** _____

Bus. Hours Phone: _____ **Fax:** _____

e-mail: _____

In order to comply with both privacy and spam regulations, you will only be added to the CPR mailing list, if you place a tick in this box: ☐

CPR Item Code	Product Name	Quantity	Unit Price (inc GST)	Sub-total
			Product Sub-Total	
			Enter p&h charge	
			Sub-total	
			Enter payment charge (if not applicable enter $0.00)	
			TOTAL	

Postage and handling (p&h) charges: please tick one box only

Ordinary Mail:

☐ Postcards only or CD only – p&h =$2.95
☐ All other orders $38 and under – p&h=$5.95
☐ Orders over $38 – p&h=$9.95

Express Post(for next day delivery, check with Aust Post if you have an eligible postcode):

☐ Postcards only or CD only – p&h=$5.95
☐ All other orders $38 and under – p&h=$7.95
☐ Orders over $38 – p&h=$10.95

Registered Mail:

☐ Price On Application

Payment Options: please tick one box only

☐ **Preferred Method** (no charge): Direct Transfer to BSB 803-140, Account No. 23132015

In order for us to identify your payment, please fill in the Lodgement Reference as follows:
Use the first 3 letters of the surname written on the order form immediately followed (no spaces) with the date on the order form in the format ddmmyyyy (no slashes, dashes or commas, etc). Your order will be processed once payment has been received.

☐ Cheque or Money Order (no charge): Payable to Career Stepping Stones Pty Ltd

Please note that your cheque or money order must be attached to this order form otherwise your order cannot be processed. For cheque payments, your order will be processed after cheque clearance.

☐ Credit Card (2% surcharge applies) – Visa or MasterCard only

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp Date: ____/____

Name on Card: _____ Signature: _____

Thank you for your order. Please keep a copy for your own records and then return this form by the one of the following methods:

e-mail: cpr@careersteps.com.au **Fax:** 03 9437 2848 **Post:** PO Box 2061RDC, Eltham VIC 3095