

SHQ Library & Resource Centre

Resource Order Form - Credit Invoice

This form is for organisations to request a credit invoice
Customers paying with credit card can purchase via shop.shq.org.au

Product Code	Resource Name	Quantity	Cost	Total Cost
Order Comments (Please include Purchase Order Number if required)			Postage*	
			Total	

Collection/delivery information

To save on postage costs, metropolitan organisations are encouraged to collect their order.

*Due to the variations in size and weight of our products, and price increases from Australia Post, flat rate shipping is not available. Please use the online shop to calculate postage for your order or email resources@shq.org.au for assistance.

Please note, standard postage costs do not provide protection for loss or damage of your items by Australia Post. We strongly recommend Extra Cover (available as an optional extra) which offers cover for the value of your items if they are lost or damaged.

To request Extra Cover, signature on delivery or Express Post please email resources@shq.org.au. If Extra Cover is not requested, the buyer assumes all responsibility for items lost or damaged in transit.

I am **able to collect** these resources from SHQ. SHQ staff will contact me when my order is ready for collection.

I am **unable to collect** these resources from SHQ. Please post my order to the address below. I understand I may be charged for postage.

Please complete electronically or print in block capitals

Name Organisation

Delivery address

Suburb/Town Post Code

Phone Email

Billing address (if different)

Signature Date

Please send all orders to resources@shq.org.au