SHQ Library & Resource Centre
Resource Hire - Booking Form

Resource hire is available to people/organisations in Western Australia only

Product Code (staff use)	Resource Name	Date Required	Number of Weeks	Cost Per Week	Total Cost
				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.

☐ 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.

Payment Method

☐ **Credit Invoice** (Organisations Only)
Purchase Order Number: (Optional)
_____

☐ **Credit Card** (Please provide details below)

Cash/Card on pick up is currently unavailable. Orders must be paid or invoiced prior to collection.

Please note: Bookings received will be seen as firm bookings. Please email resources@shq.org.au to cancel your booking if necessary.

Please complete electronically or print in block capitals

Name _____ Library membership # _____

Delivery address _____

Suburb/Town _____ Post Code _____

Phone _____ Email _____

Billing address (if different) _____
_____

Signature _____ Date _____

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

Credit Card Details

☐ VISA   ☐ MASTERCARD   (please tick one)

Card Number: ☐☐☐☐ / ☐☐☐☐ / ☐☐☐☐ / ☐☐☐☐   Expiry Date: ☐☐/☐☐

Name on Card: _____