

## 1. Choose how you wish to order

There are several ways to purchase stationery and postal related products. Just select from these options:



### PHONE - 13 11 18

Call us to place your order. It is the fastest and most convenient way to order and our friendly staff will assist you with any questions you may have. To further speed up your order, make sure you have filled out an order form so that correct product details are at your fingertips.



### FAX - Call 13 11 18 for fax details

You can fax a completed order form to us 24 hours a day, seven days a week. You can use the order form on page 3 of this catalogue or download it at [auspost.com.au/catalogue](http://auspost.com.au/catalogue). Please include your facsimile and telephone numbers so that we can contact you quickly in case of poor transmission. If you do not have an account with us you will need to provide your credit card details (see order form).



### MAIL - Call 13 11 18 for address details

Simply complete the Office Supplies Order Form and post it to the address of the Australia Post Outlet or Post Business Centre most convenient to you, together with payment by cheque, credit card or charge to your account. Please do not send cash with your order. You can use the order form on page 3 of this catalogue or download it at [auspost.com.au/catalogue](http://auspost.com.au/catalogue).

## 2. How to fill out the form

Each product is clearly identified with the headings Code, Description, Price and Quantity. When filling out the order form please take care to use the correct product code - that is how we identify each product. Also take care when specifying quantities. Most items are sold as single units; you will see the word 'each' next to the price in the catalogue. To order 12 units put '12' in the Quantity column of the order form. Other items are only available in sets or multiples, these are clearly indicated in the Quantity column next to the price. In this case you would put the number of sets required in the Quantity column of the order form. If there is a price decrease for a product over the course of the 09/10 financial year, the lower price is honoured.

## 3. Payment methods

### EFTPOS

EFTPOS facilities are available if you prefer to collect your order in person at an Australia Post outlet. Minimum transaction \$10. Cash-out is not available.

### CREDIT/CHARGE CARDS

Australia Post accepts Visa, MasterCard, American Express and Diners Club cards.

### CHARGE ACCOUNTS

For your convenience a charge account may be available. The Call Centre will assist you with an application form and the usage conditions.

### CHEQUES

Cheques for stationery purchases should be made payable to Australia Post and marked 'Not negotiable.'

### CASH

Of course, if you prefer to collect your stationery order personally, you may pay in cash at the Australia Post outlet on collection of your order.



## 4. Free delivery for orders over \$50\*

Australia Post will deliver your order of \$50\* or more to your premises free of charge. For smaller orders please check with your local Australia Post Manager for charges that may apply. You can, of course, collect your order personally.

(\*Not applicable in all areas and conditions may apply in some States. Please ask in store for further details or call 13 11 18.)

