

If you intend to order more than once, we suggest that you make a few copies of this order form

Candlelite Order Form

Fax Orders To: 02 9677 0388 or 02 9677 9666

(Secure fax line)

Full Name: Mr / Mrs / Ms Position: _____

Name of Organisation: _____

Address for Delivery: _____
(PO Box not accepted unless prior arrangements are made)

City: _____ State _____ P/Code _____

Phone: () _____ Fax: () _____ Mobile: _____

Email: _____ Web Site: _____

Please write the Qty, Item code and Description of each product you require. If the product you are ordering is available in multiple colours then please make sure that you also write the colour you need in the column provided.

Qty	Item Code	Description	Colour	Price each (GST Inc)	Total \$ (GST Inc)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Delivery of Candlelite orders will commence in November 2010 unless prior arrangements have been made.

Please contact us if you require logo printing. (minimum for logo printing is 500pcs)

If you are paying via credit card we will contact you to confirm the freight cost before we charge your card. The freight cost is determined by the weight & size of your order and your location. Please contact our office if you require more info.

Sub Total \$ _____

Freight (TBA) \$ _____

We will contact you to confirm your order within 24 hours of receiving your fax.
If you do not hear from us please call our office to make sure we have received your order.

Total Due \$ _____
(GST included)

Please advise what date your order is required by: _____ / _____ / _____

Special Delivery Instructions: _____

Please circle the preferred method of payment:

Payment Method: Credit Card / Direct Deposit / EFT / Money Order / Cheque / Account

If paying by credit card please provide: Card No. _____

Expiry Date ____ / ____ CCV# _____ (last 3 numbers on the back of the card)

Name on Card _____ Signature _____

Candlelite is a registered trademark of Glowstix Australia Pty Ltd

All Cheque Payments must be made out to: Glowstix Australia Pty Ltd

Glowstix Australia Pty Ltd, PO Box 456 Plumpton NSW 2761, ABN: 68 105 056 228
Ph: 02 9677 0588, Fax: 02 9677 0388 or 02 9677 9666, e-mail: sales@glowstix.com.au

How To Order

Anyone can order our products as long as you meet the minimum order requirement.

The minimum order value is \$100 + Shipping

You must also purchase the minimum pack size of each item to receive the wholesale price.

If you are not sure of the minimum pack size of an item, simply contact us.

Ordering Methods

You can order our products by one of the following methods

Phone: 1300 858 100

Fax: 02 9677 0388 or 02 9677 9666

Use the order form provided or you can use your own purchase order. Order forms are also available on our website.

Email: sales@glowstix.com.au

Post: Glowstix Australia Pty Ltd, PO Box 456, PLUMPTON NSW 2761

Pick up: You can visit our office / warehouse by appointment only.

Head Office: Unit 7, 4 Whitehead Court, GLENDENNING NSW 2761. Mon - Friday 10am to 4pm

How To Pay

Payment can be made by one of the following methods

Account: Schools, Government Departments and Approved Customers may order on account.

We may require an official purchase order from your school or organisation to approve your order. Contact us for more info

Credit Card: We accept the following credit cards: Visa, MasterCard, Amex and Diners

EFT: Electronic Funds Transfer: Transfer payment from your bank account to ours.

Our bank details will be provided to you once your order is complete.

Bank Deposit: You can visit any St George or Westpac Bank and deposit your payment into our account.

Our bank details will be provided to you once your order is complete.

Cheque or Money order We do accept payments via cheque or Australia post money order, however with cheque payments, funds must be cleared into our account before your order is sent. Please ensure you make payment to Glowstix Australia Pty Ltd and attach a copy of the invoice or write the invoice number on the back of the cheque or money order.

We will provide you with the invoice number and total amount owing on completion of your order.

Cash / eftpos: Cash or eftpos payments are accepted for orders picked up from our office.

Delivery

We normally dispatch all orders the same or next day as long as all items are in stock. However, with this candle promotion we are taking orders for Christmas so most orders will not be delivered until November unless the item is currently in stock.

If an item is unavailable we will advise you of an alternative product or you may choose to remove that item from the order. Back orders can be arranged if required.

Delivery time is determined by your location and method of transport you have selected.

All orders are shipped via door to door courier as this is our preferred method for safety and reliability.

Cost of shipping will vary and is calculated by the size and weight of your order and also the location to be delivered to.

You are welcome to arrange your own transport to pick up from our factory but we will not be liable for any damage or shortage once the goods leave our factory.

IMPORTANT: Glowstix Australia assumes no legal responsibility for the misuse of our products. Users should exercise common sense and normal caution when using any of our products. When you place your order, you agree to use our products at your own risk. We do not recommend our products for children under 3 years of age. We recommend Adult supervision for children under the age of 8 years. If you do not accept these terms then please do not order our products. We do not exchange or provide refunds for change of mind purchases of unsold stock. Should our goods be faulty, we will happily refund or replace them after such time that the faulty goods have been returned to our office for quality inspection. If the same item is not available we will provide a credit note valid for 6 months. Do not return any goods before contacting our office. Please note that any faulty goods must be reported within 7 days from receiving the goods and returned within 14 days of reporting the fault. Thank you

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Glowstix Australia Pty Ltd Ph: 1300 858 100 fax (02) 9677 0388 email: sales@candlelite.com.au ABN: 68 105 056 228