



Hardingfox Pty Ltd trading as

FOXSTONE EDUCATION

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Business Communication Wallchart Order Form 2017 (28-2-2017)

No.	Description (540mm x 740mm laminated wallchart with satin lamination)	Qty	Price (GST FREE)	Total Amount
C1	Personal Computer Keyboard	\$34.95 *	\$
C2	Workstation Ergonomics (LCD)	\$34.95 *	\$
C3	Manuscript Correction Signs	\$34.95 *	\$
C4	Graphic Design - Anatomy of Letters	\$34.95 *	\$
C5	Graphic Design - Fonts	\$34.95 *	\$
C6	Records Management	\$34.95 *	\$
C7	Speed & Accuracy Wallchart	\$34.95 *	\$
C8	Certificate 1 or Certificate 11 Competencies Wallchart (competency module headings must be provided)	\$44.95 *	\$
C9	Tabulation Styles	\$34.95 *	\$
C10	Business Letter Styles	\$34.95 *	\$
C11	Memo	\$34.95 *	\$
C12	Parts of a Business Letter	\$34.95 *	\$
C13	Full Block Letter	\$34.95 *	\$
C14	Block letter	\$34.95 *	\$
C15	Semi Block letter	\$34.95 *	\$
C16	Indented Letter	\$34.95 *	\$
PLUS POSTAL TUBE(S) (1- 6 wallcharts per postal tube)		\$6.00*	\$
PLUS POSTAGE/FREIGHT (this depends on number of wallcharts and Postcode)				\$
TOTAL (GST FREE)				\$

Methods of Payment: Payment may be made by cheque, EFTPOS, or by Debit or Credit Card. Accounts are payable within 30 days. EFTPOS details are included on the tax invoice.

School Name: _____ Attention: _____

Email Address _____

Please debit my Debit Card/Credit Card: Mastercard Visa for \$ _____

Name on Card (please print): _____

Card Number:

Cardholder Signature: _____ Expiry Date: _____ n

Placing orders by FAX is no longer available please email all orders to: foxsales@foxstone.com.au