

## Order Form

Only official orders can be processed  
 Orders from individuals must be accompanied by a cheque or money order  
 telephone, fax and credit card details  
 Sorry, desk copies not available

Name

Email

Institution

ABN#

Address

Postcode

Phone

Fax

Official Order#

<i>Title</i>	<i>Oty</i>	<i>Price</i>	<i>Total</i>
Training in Business Services <input type="checkbox"/> Textbook <input type="checkbox"/> Worksheets <input type="checkbox"/> Teaching key		\$43.95 21.95 30.95	
Office Skills <input type="checkbox"/> Textbook <input type="checkbox"/> Worksheets <input type="checkbox"/> Teaching key		\$43.95 21.95 30.95	
Workplace Communications <input type="checkbox"/> Textbook <input type="checkbox"/> Teaching key		\$43.95 14.95	
Keyboard Concepts		\$36.75	
Document Transcription <input type="checkbox"/> Textbook <input type="checkbox"/> Worksheets <input type="checkbox"/> Teaching key <input type="checkbox"/> <input type="checkbox"/> Audio tapes		\$19.25 8.80 25.30 27.50	
Teaching Without Tears		\$43.95	
<i>Postage &amp; handling on small orders</i>		<b>Total</b>	\$11.00

*All prices include GST  
 Ring for freight quote for bulk orders*