Facsimile Order Form Using UNSW Credit Card

Clear Form | Print Form

Type in the order details online, print the form. Have the cardholder sign it, then fax the form to the Vendor.

Vendor/Supplier Reference: _____

UNSW Reference: _____

To:

Contact Name: _____ Date: 07-May-2015

Vendor Name: _____

Fax Number: _____ No of Pages: _____ (including any cover sheet)

From:

UNSW Cardholder: _____ Phone No: _____

Purchasing Contact (if different to the Cardholder): _____

Customer Name: **The University of New South Wales, Australia** **ABN: 57 195 873 179**

Please send me the following: Currency: AUD - Australian Dollars

Description of Goods	Qty	UOM	Unit Price Excl GST / Tax	Line Total Excl GST / Tax
			Add Freight (excl GST / Tax):	
			Add GST / Tax (if applicable):	
			TOTAL PURCHASE INCL GST / TAX:	

Method of Payment: Visa - UNSW Credit Card

Card Number: _____ Expiry Date: ___ / ___ CCV: _____

Name on Card: _____ Signature: _____

Goods Delivery Address:

Contact Name: _____ Phone No: _____

Department: _____ Faculty / Division: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____ Country: _____

PLEASE FORWARD A TAX INVOICE / INVOICE TO THE CARDHOLDER:

With the goods at the delivery address above, OR Separately, to the address below:

Address: _____

Suburb: _____ State: _____ Postcode: _____ Country: _____

Print Form

Please note:

This order is subject to the University's terms and conditions of purchase which are available on the University's Finance website: www.fin.unsw.edu.au or a copy may be obtained by contacting the Manager, Accounts Payable & Procurement Operations.