

ORDER FORM

Fax form to :+65 62235363

Business Continuity Management Good Practice Guideline 2008/9 (English & Chinese Version)

Usual Price (Per book) for Countries Below								
Order Item	Singapore	Malaysia	Taiwan	China	HongKong	Quantity	Postage (if any)	Grand Total
Good Practice Guidelines 2008/9	<input type="checkbox"/> S\$25 (incl 7% GST)	<input type="checkbox"/> RM60	<input type="checkbox"/> NT\$580	<input type="checkbox"/> RMB120	<input type="checkbox"/> HKD\$150			

** All prices are subjected to postage charges. Please read the terms and conditions below before submitting this form.

Name : _____ Email : _____

Designation : _____ Mobile : _____

Office Tel : _____ Fax : _____

Company Name & Address : _____ Delivery Address : (if any)

Payment Methods	Order Date : _____ Signature / Company Stamp : _____
<input type="checkbox"/> Cash	** Please walk in to proceed your payment at the address below.
<input type="checkbox"/> Cheque / Bank Draft	Payable to "Business Continuity Planning Asia Pte Ltd" and send to: 371 Beach Road #03-15 Keypoint Singapore 199597
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Name (as on Card): _____ Card No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Card Security Code: <input type="text"/> <input type="text"/> <input type="text"/> (3-digit security code at the back of your card) Date of Expiry: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (mm/yy) I hereby authorized BCP Asia to charge to my above credit card being payment for the above fees. Signature: _____

Terms & Conditions

- Books sold are not returnable or exchangeable. There is strictly no cash refunds on cancellation.
- Delivery charges will be as follows:

Courier Fee	Singapore	Malaysia	Taiwan	China	Hong Kong
1 Book	\$5	RM25	NT\$510	RMB150	HKD\$100
2 – 5 books	\$38	RM98	NT\$950	RMB370	HKD\$300
Bulk Order	* Prices to be confirm based on the total weight & prevailing courier fee				

- Delivery will be done within 30 working days for local delivery and 4 to 6 weeks for overseas delivery, and upon receipt of payment.
- 100% of payment must be made upon ordering.
- All prices are subject to 7% GST* (for individuals or Singapore companies)
- All prices are subjected to custom clearance fee (for oversea companies)
- Buyers (oversea or Singapore companies) are welcome to recommend their company or preferable courier service or account
- BCP Asia will do our due diligence in ensuring books are packed properly and in good order before shipment. We will not responsible for any lost or damage claims once the books are sent.

For more information, visit www.bcpasia.com

Email enquiry@bcpasia.com Call (65) 6325 2080 Fax (65) 6223 5363