

# ORDER FORM

Fax form to :+65 62235363

**20% discounts for SCS members only**

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

Order Item	Usual Price Per book	SCS members (20% discount) Per Book	Quantity	Amount (S\$)
Good Practice Guidelines 2008/9	S\$ 19.90	S\$ 15.90		

\*\* All prices are subjected to 7% GST and 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 : _____ SCS Membership No : _____
<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: _____ Card Security Code: _____ (3-digit security code at the back of your card) Date of Expiry: _____ (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:

	Charges	Location
Self Collection	FREE	BCP Asia office (371 Beach Road, #03-15 Keypoint Singapore 199597)
Normal Mail	S\$ 3.00 per book	Within Singapore only (1 location)
Courier	S\$ 5.00 (1-3 books) S\$20.00 (4-15 books)	Within Singapore only (1 location)

- 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)
- This promotion will ends on 15<sup>th</sup> July 2009. Orders received after this date will be subject to the normal rate.

For more information, visit [www.bcpasia.com](http://www.bcpasia.com)

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