



UTES MULTI-PURPOSE CO-OPERATIVE SOCIETY LTD
 15 Hill Street, Telephone House Complex II, 3rd Storey, Singapore 179352
 Tel: 6337 1122 (4 lines) Fax: 6339 6040
 Website: www.utes.org.sg
 Email: coopampers@utes.org.sg

Dear Valued customer,

Thank you for your order. We assure you of our best service at all times. To place your order, please complete the following Order Form and fax to **6339 6040** or email to coopampers@utes.org.sg

Please feel free to contact our friendly customer service officer at our Service Hotline 6337 1122 for any enquiries.

| Billing Information (please tick accordingly) | | | |
|---|--|----------------|----------------|
| Name: | | Company: | |
| Billing Address: | | | (S) |
| Tel (O) | (Hp): | (H): | Fax: |
| Email: | | Date of Order: | Time of Order: |
| Personal Order <input type="checkbox"/> | Company Order <input type="checkbox"/> | Signature: | |

| Payment Information (please tick accordingly) | |
|---|-----------------------------|
| Total Purchase \$: | To Be Paid By: Cheque/ Cash |
| Issued Bank: | Cheque No.: |

| Delivery Information (please provide full information, especially the telephone number) | | |
|--|---|------|
| Recipient Name: | Tel (H): | (O): |
| Company Name: | Delivery Address: S() | |
| Message Type: Personal Message <input type="checkbox"/> (pls complete all space with *) | Standard Message <input type="checkbox"/> Get-Well/Childbirth Others: _____ | |
| * Message To: | * Message From: | |
| * Your Message: | | |
| For multiple orders, please complete a new order form and fax to 6339 6040 or email to coopampers@utes.org.sg | | |

| For Official Use Only | | | |
|---|---------------|-------------------------------|------------------------|
| Delivery No: (to be furnished to customer) | Product Code: | Quantity: | Price (including GST): |
| Special Request by Customer: | | Order Confirmation date/time: | |

Quality & Service Guarantee

- You can be assured of prompt delivery from the date of confirmation of order.
- Order Confirmation before 12pm, hamper will be delivered on same day.
- Order Confirmation after 12pm, hamper will be delivered on next working day.

Note:

- Confirmation of your Order will be made via the telephone by our customer service officer and an order number will be given to you. Kindly quote your order number when you call us to check your order status.
- For Cash payment, please make the payment in person at UTES Office within 48 hours, upon confirmation of order.
- For Cheque payment, please indicate the Order reference number and your contact number at the back of your cheque and make your cheque payable to UTES Multi-Purpose Co-operative Society Ltd.
- Delivery is free however a 25% surcharge is taxable for cancellation of orders.
- All prices stated are subjected to prevailing GST.
- UTES deserve the right to replace any item with another of equivalent value depending on availability.