



# order form

Please Fax To: 03 7957 3233 or E-mail: sales@gift-lab.com

All orders received will be confirmed immediately by our Customer Service personnel. You may also fill in the attached Order Form or ask for one which will be faxed or emailed to you at your request.

## ordered by

Customer No: \_\_\_\_\_

Personal Order

Company Order

Name: \_\_\_\_\_

IC No: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Date of Order: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

(If this is a company order, please affix company stamp)

## gift order instructions

1. Product Code No: \_\_\_\_\_

Quantity: \_\_\_\_\_

Unit/Price: \_\_\_\_\_

(if product is customised, please indicate product request and price range)

2. Deliver to (Name): \_\_\_\_\_

3. Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel: (H) \_\_\_\_\_

(O) \_\_\_\_\_

4. Delivery Date: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

AM / PM / Night / Anytime

5. From (Name): \_\_\_\_\_

6. Message: \_\_\_\_\_

Should you wish to view your order, we provide a digital imaging service which can be sent to your email address for a nominal fee of RM5

Yes

No

(Please write on another page if there is more than one order)

## payment method

Amount to be paid: RM \_\_\_\_\_

Cheque

MasterCard

Visa

If payment by card:

Card No: \_\_\_\_\_

Last 3 Digits: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder s Name: \_\_\_\_\_

Cardholder s Signature of consent: \_\_\_\_\_

If Payment by cheque, please make crossed cheque payable to:

**PODS & PETALS GIFTLAB (M) SDN BHD**

## opening hours

Monday ..Friday: 9am ..6pm      Saturdays: 9am ..1pm

\* In the event that an order is place after the office hours stated above, it is the prerogative of Pods & Petals Giftlab staff to intercept and fulfill the order. In this event, a phone confirmation will be made with the customer. Should the customer not receive a confirmation telephone call, it is advised that the order may not be fulfilled.

## terms & conditions

Please do not send cash, cash payment should be made in person or collected by an authorised Pods & Petals Giftlab employee.

In the event that any flowers or products become unavailable at the time of production, Pods & Petals Giftlab Sdn Bhd reserves the right to substitute them with similar flowers or products of equal or greater value.

Any cancellation upon confirmation will be subjected to 50% cancellation fee.

We will endeavour to deliver your gift on the date required or we will notify you upon your order if we cannot fulfill your order. Deliveries on weekends, public holidays and hours after 8pm to 8am should be made at least 24 hours earlier and before 12 noon.

Deliveries to Klang Valley will be made free of charge. Deliveries outside of Klang Valley will be charged according to area.

Orders to other states outside Selangor and Wilayah Persekutuan is subject to confirmation.

All re-directed orders will be charged a surcharge of RM 10.

Deliveries will be made as soon as possible to the address stated and handed over to the recipient if recipient is available. In the event that the recipient is unavailable, attempts will be made to deliver to a relative, friend, neighbour, or colleague who knows the recipient and will accept the order on their behalf and sign a Delivery Order.

All personal orders must be paid by major credit cards or cash.