

Stock Code	Description	Qty	Price	Total
ICA1110CD	ICA11 Information and Communications Technology Training Package: CD only with continuous improvement subscription*		\$100.00	\$
ICA1110CDA5	ICA11 Information and Communications Technology Training Package: A5 summary booklet with continuous improvement CD*		\$150.00	\$
ICA1110CDF	ICA11 Information and Communications Technology Training Package: Full hard copy in 3 ring-bound folders with continuous improvement CD*		\$355.00	\$
ICA1110PK	ICA11 Information and Communications Technology Training Package: Pack including full hard copy in 3 ring-bound folders, A5 summary booklet and the continuous improvement CD*		\$425.00	\$
			<b>Subtotal</b>	\$
\$18 for the first item and an additional \$2 for each item thereafter (capped at \$100). <i>Please allow 7- 10 business days for delivery.</i>			<b>Freight</b>	\$
			<b>Total</b>	\$

\*CONTINUOUS IMPROVEMENT SUBSCRIPTION CD IBSA has developed an enhanced CD rendition of this Training Package, incorporating a unique authentication mechanism that provides users access to exclusive online updates. This innovative electronic publication ensures that training providers will always have access to the most up-to-date version of the Training Package.

<b>Contact name:</b>		
<b>Organisation:</b>		
<b>Position/role:</b>		
<b>Delivery address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Billing address: (if different to delivery address)</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Mobile:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Website:</b>	

PAYMENT OPTIONS (select one):																						
<b>Credit Card</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					AMEX- 3% additional charge of order total (inc. GST)	
Cardholder Name:	Expiry Date:	/																				
Signature:	CVC: (MasterCard or Visa)																					
<b>Orders placed on credit using the below methods MUST be pre-approved by an IBSA National Key Account Manager.</b>																						
<input type="checkbox"/> Purchase order # _____	<input type="checkbox"/> Cheque	<input type="checkbox"/> Pay on invoice																				
<input type="checkbox"/> Direct deposit	Payments can be made into our CBA account. Please cite your invoice number as the reference code. Please fax your remittance advice to 03 9815 7001 or email to <a href="mailto:accounts@ibsa.org.au">accounts@ibsa.org.au</a> .																					
<b>Account:</b> Innovation & Business Skills Australia Ltd	<b>BSB:</b> 063 215	<b>Account number:</b> 1021 2967																				

**For further information please contact IBSA**

03 9815 7000

03 9815 7001

[sales@ibsa.org.au](mailto:sales@ibsa.org.au)

[www.ibsa.org.au/store](http://www.ibsa.org.au/store)

#### Terms and Conditions

By completing this order form, you agree that you are an authorised representative of the organisation named on the order form to purchase the products, and that you have read and accepted, both yourself and on behalf of the organisation, the IBSA online store terms and conditions: [www.ibsa.org.au/products-and-services/ibsa-online-store-terms.aspx](http://www.ibsa.org.au/products-and-services/ibsa-online-store-terms.aspx).

Orders are binding on the organisation when you submit this order form and the order will be deemed completed when the products are delivered to the delivery address on this order form.

You may not cancel or alter an order once it has been submitted.

For all products ordered, IBSA makes all endeavours to ensure that products are delivered to the nominated delivery address within 7-10 business days.

Ownership of products remains with IBSA until full payment is made.

Subject to the *Competitor and Consumer Act 2010*, IBSA will not be liable to you for any loss, cost or other claims.

#### Purchasing Policy

This order must be paid in full within 14 days of the invoice date.

Orders placed on credit MUST be pre-approved by an IBSA National Key Account Manager.

Should you/your organisation have monies outstanding with IBSA for 30+ days, your order will not be authorised.

#### Returns Policy

IBSA is happy to exchange or offer a refund or credit on orders, only if products are faulty, damaged or incorrect.

IBSA reserves the right to request proof of faulty or damaged products.

IBSA will not refund products if you change your mind or have ordered in error.

In order to obtain a refund, credit or exchange, please contact IBSA to obtain your Returns Claim Number. Claims must be made within 7 business days of receipt of goods.