

## ORDER FORM

Date: .....

email address: .....

**DELIVER TO:**

Name: .....

Street Address: .....

Town/City: .....

Postal Code: .....

State: ..... Country: .....

**PLEASE SUPPLY:**copies of 'Office 2010™ ExpertEase - Word™ & Excel™'  
at \$28.50 AUD per book, plus postage & handling\*

\* A guide to postage &amp; handling charges is provided on the 'Ordering &amp; Cost' page of the website

**ORDER CONFIRMATION:**

Within 24 hours of receiving your order, we will email you to confirm its arrival and advise you of total cost, including the postage & handling charge applicable to your location. Please confirm your acceptance of charges by return email.

**PAYMENT METHOD:****Direct Deposit**

BSB 016 580  
A/c Number 4391 43542  
A/c Name Leanne Lucas  
please include your last name or business name in  
transaction details

(Please place an 'X' in the box  
to the left of your chosen  
payment method)

**Cheque**

Made out to L. Lucas

**Mailing address:**

LT41 BRD, NANNUP, Western Australia, 6275  
AUSTRALIA

**Money order****Credit Card**

Facility is not currently available

**PAYMENT CONFIRMATION:**

Within 24 hours of payment being received (or, for cheques, when funds have cleared) we will email you and notify you that your order has been dispatched

**OUR CONTACT DETAILS:****Mailing address:** LT41 BRD, NANNUP, Western Australia, 6275 AUSTRALIA**email address:** [expert\\_ease@hotmail.com](mailto:expert_ease@hotmail.com)

(Note: underscore between 'expert' and 'ease')

**Website:** [www.experteaseinoffice.com](http://www.experteaseinoffice.com)