

**To : Wan Yuan Gifts International Pte Ltd**

No 3 Tai Seng Drive, #03-03  
Singapore 535216

**Fax: 6281-1309** Tel: 6286-0668 / 6281 3153



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

Order By / Bill To: \_\_\_\_\_

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

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

\_\_\_\_\_ Singapore \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

**PAYMENT INSTRUCTIONS**

\*Payment by Credit Cards has a Surcharge of 3% Per Order

CASH  CHEQUE  VISA  MASTER  AMERICAN EXPRESS

If paying by card: \_\_\_\_\_

Card Number: \_\_\_\_\_

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

Card member Name: \_\_\_\_\_

If paying by Cheque:

Bank: \_\_\_\_\_ Cheque No: \_\_\_\_\_

**Note:**

1. If there are more two orders / deliveries, Simply print out or photocopy more blank Quick order Form, fill in and Fax to **6281-1309**
2. Please do not send cash via mail, Cash payments should be made to our delivery personals, please insist on a Wan Yuan Gift International Pte Ltd receipt for all cash payments.
3. All cheques should be crossed and made to Wan Yuan Gift International Pte Ltd.

**DELIVERY INSTRUCTIONS**

Please provide full information, especially the telephone number.

1a. Product Code: \_\_\_\_\_ Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

1b. Product Code: \_\_\_\_\_ Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

1c. Product Code: \_\_\_\_\_ Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

1d. Product Code: \_\_\_\_\_ Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

1e. Product Code: \_\_\_\_\_ Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_

**DELIVERY CHARGES** (We only Deliver within Singapore) **\$15.00**

**Total Amount for Order:** \$ \_\_\_\_\_

2 .Delivery To: \_\_\_\_\_

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

Tel: \_\_\_\_\_ (0) \_\_\_\_\_ (H) \_\_\_\_\_

Delivery Date: Between

\_\_\_\_\_ To \_\_\_\_\_  
( Delivery date will be available in 3 days from order)

Requested Delivery Time: AM / PM  
(We delivery from 9am to 6pm 7 days a week )

**4. Confirmation of your Fax Order will be made via the Telephone. If you do not hear from us in 1 working day after you faxed your order, please contact us at 6286-0668 / 6281 3153**

5. For Orders Placed in Singapore for Local deliveries only.
6. Thank you for your order, We assure you our best service at all times.
7. An Interest of 10% per 30 days will be charged on overdue Invoices
9. There will be a 50% surcharge for any cancellation of orders.