

Refurbished Technology for People with Disability

Client Order Form

This form is to be used by clients and staff of Community Living Australia for manually recording details regarding orders under the Refurbished Technology for People with Disability Program as part of a partnership between Connecting Up and Community Living Australia. Details from this form will then be transferred by a Community Living Australia staff member into an online order form. Following this, clients will then receive a completed tax invoice.

Client Details (including delivery address)

Name:

E-mail:

Delivery Address:

.....

.....

Mobile Number:

Home Number:.....

Client Type: Carer Client

ID number:.....

Community Living Australia Consultant Name:.....

Product 1

Product details (selected from the Connecting Up website <http://www.connectingup.org/discounts/33407>)

Product name:

SKU:

Quantity: Cost of product:

Additional Items for Product 1

Extended warranty 12 months: Yes No
 Extra RAM (if available): 4GB 8GB No

Microsoft Products:

Windows 7 Professional Operating System only: Yes No
 Windows 7 Professional Operating System & Microsoft Office 2010 Home Licence: Yes No
 Antivirus: Yes No

Product 1 Sub-Total

For all items in the table below transfer associated costs from the selections made in the sections above, then add all costs together to get Product 1 sub-total

Item	Cost of item
Cost of product	
Order assistance fee (\$20 per unit, only applies to each desktop & laptop purchase)*	
Extended Warranty	
Extra RAM	
Windows 7 Professional Operating System only	
Windows 7 Professional Operating System & Microsoft Office 2010	
Antivirus	
Product 1 Sub-Total	

* There is a mandatory \$20 order assistance fee for each desktop and laptop purchased. The order assistance fee is transferred to Community Living Australia at the end of each month as payment for facilitating the order.

Product 2 (if more than one product is ordered)

Product details (selected from the Connecting Up website <http://www.connectingup.org/discounts/33407>)

Product name:

SKU:

Quantity: Cost of product:

Additional Items for Product 2

Extended warranty 12 months: Yes No
 Extra RAM (if available): 4GB 8GB No

Microsoft Products:

Windows 7 Professional Operating System only: Yes No
 Windows 7 Professional Operating System & Microsoft Office 2010 Home Licence: Yes No
 Antivirus: Yes No

Product 2 Sub-Total

For all items in the table below transfer associated costs from the selections made in the sections above, then add all costs together to get Product 1 sub-total

Item	Cost of item
Cost of product	
Order assistance fee (\$20 per unit, only applies to each desktop & laptop purchase)*	
Extended Warranty	
Extra RAM	
Windows 7 Professional Operating System only	
Windows 7 Professional Operating System & Microsoft Office 2010	
Antivirus	
Product 2 Sub-Total	

* There is a mandatory \$20 order assistance fee for each desktop and laptop purchased. The order assistance fee is transferred to Community Living Australia at the end of each month as payment for facilitating the order.

Shipping Costs

Shipping costs are calculated by your Community Living Australia Consultant.

The shipping cost for this order is:

Installation and Set-up Support

Yes No

Installation and set-up support costs are calculated by your Community Living Australia Consultant. Please contact Community Living Australia to obtain a quote.

The installation and set-up support cost for this order is:

Total Total Cost of Order

Item	Cost of item
Product 1 Sub-Total	
Product 2 Sub-Total	
Shipping Costs	
Installation and Set-Up Support Cost	
GST	
Total Cost of Order	

Payment Method

EFT - Connecting Up Inc. BSB: 085 005 Account Number: 12 440 2036

Reference: insert your order number which will be supplied with your invoice

Cheque – Connecting Up Inc., GPO Box 11017, Adelaide SA 5000

Credit Card

Name on card:.....

Number:.....

Expiry Date:

Verification code (on back of card):

The total cost of this order is:.....

This payment has been authorised over the phone: Yes No

This payment has been authorised in person by (full name):.....

Signature of person authorising payment:

Date:

Order Number:.....