

WANT TO SAVE MONEY?!

- Complete this form on your phone or PC
- Scan this QR code or visit www.microbelabs.com.au/order-form-merchandise



HELLO

Who's ordering the goods?

*Required answer

First name*

Please sign*

Last name*

Business name

Street address/PO Box*

Town/City/Locality*

State*

Post Code*

Phone number*

Email address*

Purchase order

Promo Code

Not required if you're an existing customer and these details have not changed

DELIVERY

Street address/PO Box*

Town/City/Locality*

State*

Post Code*

Who's paying?

Same as above? (✓) If yes, you don't need to complete the below

First name*

*Required answer

Last name*

Business name*

Street address/PO Box*

Town/City/Locality*

State*

Post Code*

Phone number*

Email address*

*This person/business has agreed to pay for this order (✓)

An administration charge applies to 3rd party billing
The signatory above is legally responsible for payment

Please refer to our Terms & Conditions of Sale available at www.microbelabs.com.au or on request

Instructions:

- **Complete** Hello page
- **Complete** Order details
- **Email** PDF to info@microbelabs.com.au, **or**
- **Post** to: PO Box 230 MELROSE PARK DC SA 5039

	I	
Prepay	Paid	
Order received date		
Order no.		
Other		

MERCHANDISE ORDER FORM

ORDER DETAILS

(copy & print more as you need)

*Required answer

Form no	Item name	Item code*	Quantity*	Comments	Laboratory use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Comments

Form no. 1	Form no. 2	Form no. 3	Form no. 4	Form no. 5

Laboratory use
Order no.
Other

Form no. 6	Form no. 7	Form no. 8	Form no. 9	Form no. 10

Laboratory use
Order no.
Other

MERCHANDISE ORDER FORM

ORDER DETAILS

(copy & print more as you need)

*Required answer

Form no	Item name	Item code*	Quantity*	Comments	Laboratory use
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Comments

					Laboratory use Order no. Other
Form no. 11	Form no. 12	Form no. 13	Form no. 14	Form no. 15	

					Laboratory use Order no. Other
Form no. 16	Form no. 17	Form no. 18	Form no. 19	Form no. 20	

HOW TO COMPLETE THIS FORM

Save money by completing this form on your mobile device or computer.

Scan the QR code on the front page or visit www.microlabs.com.au/order-form-merchandise. Please note that an administration fee applies to handwritten forms due to the extra administrative work required.

1. Hello page

Who's ordering the goods? Complete the details for the person who is responsible for the samples and have them sign it. This person is legally responsible for the samples and payment, even if payment is to be made by a third party (see Who's paying?). If you're an existing customer and your contact details have not changed you don't need to complete them. If you are working with a Microbe Labs Agent add their name. Always complete the email address to which reports are to be sent.

Who's paying? If it's the same as the person submitting the samples just tick the box, nothing more to do on the Hello page. If someone else is paying (a third party) complete their details. You'll need to obtain permission from them to be invoiced for your order, and tick the box below to confirm that they have agreed. Please note that there is an administration fee for third party invoicing because of the extra administrative work it requires.

2. Order details

This is where you record what merchandise you would like to order. If you want to order laboratory tests please use the appropriate order forms for soil, compost or general samples – this order form is for physical merchandise, such as sampling kits and other items, only. Record the name of the items you want to order in the **Item name** column. Record the Item code in the **Item code** column – see the current Price List for item codes. Record the quantity of each item you require in the **Quantity** column. Record any comments you think might be useful in the **Comments** box, for example, delivery instructions.

If you get stuck, we're just a phone call or email away

08 7127 8982 | info@microbelabs.com.au