

**Information Enterprises Australia – Order Form Publications Tax Invoice – ABN 36441337143**

**Complete and Fax to:** Information Enterprises Australia Pty Ltd (08) 9335 2544  
 Or post to: Unit 4, Upper Level, 201 High Street, FREMANTLE WA 6160  
 Tel: (08) 9335 2533 Fax: (08) 9335 2544 email: [arrm@iea.com.au](mailto:arrm@iea.com.au) web: <http://www.iea.com.au>

<b>Organisation Name:</b>			<b>Contact Name:</b>		
Address:			Email:		
Suburb:	State:	Postcode:	<b>Signature of Authorised Person:</b>		
Tel:		Fax:			
<b>Delivery Details if Different from above:</b>			<b>Organisation Name:</b>		
Address:			Contact Name:		
<b>Method of Payment:</b>	Visa: Card Number:		Mastercard: Card Number:		
Name on Card:		Expiry Date:	<b>3 digit code *** :</b>		<b>Purchase Order No:</b>
Cheque or Money Order (Enc). Cheques should be crossed and made payable to Information Enterprises Australia Pty Ltd			Please indicate if you would like an invoice sent to the name listed above		

Item	Qty	Cost (Inc GST)	P&H (Inc GST)	Item:	Qty	Cost (Inc GST)	P&H (Inc GST)
Australian Record Retention Manual (ARRM) 2009 Hardcopy Print Edition **		\$583.00 Overseas purchase price is \$530.00*	\$16.50 Overseas p&h \$50.00*	F is for Filing: a simple guide to managing and storing necessary information for individuals and small business		\$27.50 (Australian purchases) \$25.00 – Overseas purchase price *	\$5.00 (single copies, others by application) Overseas postage \$15.00* (single copies)
ARRM CD ROM 2009 Edition** (Single User Licence)		\$583.00 Overseas purchase price is \$530.00*	\$11.00 Overseas p&h \$15.00*	The first 4 minutes: understanding the selection and interview process. Available as Spiral Bound Book, CD ROM, Disc or as electronic file. Please specify.		\$22.00	\$5.00 (no postage payable on electronic file)
ARRM CD ROM 2009 Edition ** (Multi User Licence)		\$891.00 Overseas purchase price is \$810.00*	\$11.00 Overseas p&h \$15.00*				
<b>Total Cost:</b>				<b>Total Cost:</b>			

\* Overseas purchasers do not pay Australian Goods and Services Tax (currently 10%) \*\* The Australian Record Retention Manual is updated annually. Please indicate if you would like to be included in the subscriber list for information regarding future editions  \*\*\* **This is the last 3 digits on the back of the credit card and is needed by the merchant bank for processing of payments.**