**The Commercial Education Society**

**of Australia**



ABN 50 000 004 731

# ORDER FORM A

**DATE OF ORDER: \_\_\_\_\_\_\_\_\_\_\_ DATE OF EXAMINATION: \_\_\_\_\_\_\_\_\_\_\_**

**INSTITUTION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS FOR DELIVERY OF PAPERS:**

Regular mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POST CODE \_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note: Minimum order accepted is 10 papers per subject & payment must be made at time of ordering.***

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| ***SUBJECT*** | ***Overseas Price*** | ***Domestic Price Incl. GST*** | ***Number Required*** | ***Total Amount*** |
| **Business Financial 2** | $17.00 | $18.70 |  | $ |
| **Business Financial 3** | $19.00 | $20.90 |  | $ |
| **English Language Fundamentals** | $15.00 | $16.50 |  | $ |
| **Communication Structures 2** | $17.00 | $18.70 |  | $ |
| **Communication Applications 3** | $19.00 | $20.90 |  | $ |
| **Keyboarding** | $15.00 | $16.50 |  | $ |
| **Keyboarding Speed and Accuracy** | $15.00 | $16.50 |  | $ |
| **Database Fundamentals** | $17.00 | $18.70 |  | $ |
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| **PowerPoint Presentations Fundamentals** | $16.00 | $17.60 |  | $ |
| **PowerPoint Presentations Intermediate** | $18.00 | $19.80 |  | $ |
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| **Office Practice 2** | $19.00 | $20.90 |  | $ |
| **Spreadsheets 2** | $17.00 | $18.70 |  | $ |
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| **Word Processing 2** | $17.00 | $18.70 |  | $ |
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| **Examiner’s Report for all candidates of one exam *(Form J*)** | $40.00 | $44.00 |  | $ |
| **Examiner’s Report for single candidate *(Form M)*** | $20.00 | $22.00 |  | $ |
| **Re-assessment of single applicant’s paper *(Form H)*** | $20.00 | $22.00 |  | $ |

*Please complete whichever statement below is applicable.*

*A cheque for the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is enclosed.*

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*The amount of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was electronically forwarded on*

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*(Signature please) (Date ordered)*