

AUSRECORD PRODUCT ORDERING

Ausrecord accepts orders by phone internet and fax. Ausrecord will always be willing to assist you with your system setup, or product selection, so do not hesitate to call us.

Payments to settle your account can be made by cheque, cash, credit card or online banking.

Government departments are required to provide a purchase order number (or credit card details) as well as delivery details, including full contact name, telephone number and department.

If your organization uses a specific courier, then please indicate this when placing your order.

Ordering By Fax

Download the order form:

Please fax through your purchase order, or download one from this site.

The following details are required when you are ordering from us:

1. Your full name
2. Your phone and fax numbers
3. The full delivery address (including department where applicable)
4. The invoicing address
5. Payment details if you order is not to be placed on your account
6. Quantities of product required
7. Your courier account details, if you prefer to use your own courier.
8. If you have been provided with a written quotation, please reference the quote.
9. Once complete please fax your order to Ausrecord on 08 9478 5428.

Ordering By Phone

To assist us to provide you with an efficient service and delivery of your goods, when placing an order by phone, please provide us with the following:

1. Your full name and telephone number
2. The full delivery address (including department, if applicable)
3. The invoicing address
4. Product description and quantities required
5. Stock codes (these are available from our website)
6. Your courier account details, if you prefer to use your own courier.

You can call Ausrecord on 08 9478 3322.