

## ORDERING INFORMATION / TERMS AND CONDITIONS

Psychological assessment materials are provided only if you are registered with the relevant institution. If you order any of these assessment materials, please indicate your registration number from the HPCSA, as well as your category of registration: Psychologist, Psychometrist, Counsellor or Psychometrist: Independent Practice.

### Order Process:

- ❑ Please print the order form, complete in full and sign.
- ❑ Please clearly indicate your preferred delivery method on the order form. If your order is urgent, we suggest that you also contact us telephonically to discuss the best delivery option. Please provide us with your physical address (including postal code) for delivery to your door.
- ❑ Fax order form to 012 342 2728 / 086 602 2936 or e-mail to [sales@mindmuzik.com](mailto:sales@mindmuzik.com).
- ❑ You will receive a quote via fax or e-mail indicating the amount due (including the postage and packaging, if applicable).
- ❑ Orders from individuals must be prepaid. Please fax or e-mail proof of payment to 012 342 2728 / 086 602 2936 or [sales@mindmuzik.com](mailto:sales@mindmuzik.com) and the material will be dispatched ASAP. Note however that proof of payment must be received by no later than 13:00 for same day dispatch due to courier and Post Office collection times. Proof of payment received after 13:00 will result in products being dispatched the following work day.
- ❑ Please allow 5 - 7 work days for deliveries via the post office (standard post). Uncollected or returned parcels will only be re-dispatched once delivery payment has once again been received; i.e. client will be liable for postage expenses.
- ❑ Purchases may also be done between 08h30 and 16h30 from Monday to Friday at our offices : 140 Gordon Road, Colbyn, Pretoria.
- ❑ If an order is placed on behalf of a government department, semi-government organisation, university, company or similar institution, we supply a quotation on which you must request an official purchase order. Please fax a copy of the official purchase order to 012 342 2728 / 086 602 2936 and the material will be dispatched.

### International media:

- ❑ Prices indicated are valid for 30 days only.
- ❑ Please order your material well in advance. We do not always have the material in stock.
- ❑ It takes up to 21 work days for the delivery after payment has been received.

### Prices:

- ❑ The prices of the local assessment material are available on the website [www.mindmuzik.com](http://www.mindmuzik.com).
- ❑ The prices of international assessment material are available on request. Please contact us on 012 342 1606 / 086 111 1140 or e-mail [sales@mindmuzik.com](mailto:sales@mindmuzik.com).
- ❑ All prices and terms are subject to change without prior notice.

### Payment Facilities:

**Electronic transfer or Bank payment:** Use your surname/institution's name and invoice/quotation number as reference. Please fax proof.

**Credit card:** Please include the following information:  
Credit card number  
Expiry date  
CCV number

**Cheque:** Please make cheques payable to Mindmuzik Media. Note that products will only be released upon bank clearance.

**Account:** For organisations and institutions only. Account orders are dispatched with an invoice. This is due for payment within 30 days of the date of invoice.

### Returns and Refunds:

No material may be returned without prior approval. If you receive any incorrect material or quantities, or damaged or defective material, please notify us in writing within 30 days from delivery. Please indicate your name, address, invoice number and reason for return. Refunds / exchanges / account credits will not be automatic and will be considered on an individual basis at Mindmuzik Media management discretion.



# Mindmuzik Media

**Please print & sign the form, we can not process order if only names are typed in the Signature block.**

## Customer Information:

Bill to:		Deliver to:	
Company/Institution:		Company/Institution:	
Initial and Surname:	Title:	Initial and Surname:	Title:
Address:		Address:	
Postal Code:		Postal Code:	
Tel:	Cell:	Email:	
Fax:		Delivery Method:	
Email:		Collect at Mindmuzik <input type="checkbox"/> Standard Post <input type="checkbox"/>	
		<b>Courier to door:</b> Overnight <input type="checkbox"/> 2-3 Days <input type="checkbox"/>	
		<b>Speed Post:</b> Overnight Post Office Counter	

## Test user / Practitioner information:

Name and Surname:	
Tel:	HPCSA nr:
Fax:	Category of Registration:
Email:	

**Signature of Test user / Practitioner:**

**If an institution please complete the following:**

Official Order Number:	VAT Registration Number:
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**If you choose to pay with a credit card please complete the following:**

Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>		
Card nr:	Exp. date:	CVV nr:

Catalogue number	Description	Quantity	Supplied	Office use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				