Spikes Certificates Order Form
Page 1

Please ensure you read the explanations below. They will help you to complete the order form correctly and help us turn your order around as quickly as possible.

EXPLANATION OF PAGE 2

Certificate Quantity – Certificates can be ordered for any winning or shortlisted entry. Certificates are available indivdually, or in sets of 3, 6 and 9. Individual certificates can be added to a set of 3, 6 or 9 for the cost of the set PLUS the cost of the individual certificate

Number	–	The number of sets and / or the number of single certificates
Certificate Details	–	The details of the entry to which the order relates
Title	–	The original entry title as supplied by the entrant company
Entrant Company	–	The organisation that entered the work and paid the entry fee
Category	–	The category into which the entry was submitted
Award	–	The award given to the entry
Delivery Address	–	Contact details for delivery destination

EXPLANATION OF PAGE 3

Item	–	Each item of your order and the relevant cost
Quantity	–	The quantity of each item in your order
Subtotal	–	The subtotal cost depending on the quantity of each item
Postage / Courier	–	The fee for shipping
GST @ 7 %	–	Note that all orders are subject to the standard GST at 7%
Tax Number	–	Tax registration number for all companies
Total Cost	–	The total cost of your order
Payment Method	–	Your payment options – bank transfer or credit card
Bank Transfer	–	Details for bank transfer **(you must fax official confirmation)**
Credit Card	–	A space for you to fill in if you wish to pay by credit card

Delivery is approximately one month from the date we receive your order. In the months immediately after the Festival, this may be longer. **PRICES CORRECT AT 19 September 2009.**

Once you have completed page 2 and 3, email/fax them to:

myriamc@spikes.asia or +65 6224 6102

Page 2

Copy this form if you wish to order certificates for more than one entry.

CERTIFICATE QUANTITY	NUMBER
Set of 3 Certificates (S$ 100 per set)	
Set of 6 Certificates (S$ 130 per set)	
Set of 9 Certificates (S$ 150 per set)	
Single Certificate (S$ 40.00)	

CERTIFICATE DETAILS

Please use upper and lower case and include accents. We will confirm details with you before printing commences. If you are not the entrant company, you must provide a letter from a senior officer at the entrant company agreeing to your amendments. Include amendments on a separate page.

Please indicate which type of certificate this order relates to by marking one of the following:

○ TV/Cinema ○ Print ○ Outdoor ○ Direct & Sales Promotion ○ Radio ○ Digital ○ Integrated ○ Media ○ Design ○ Print Craft ○ TV/Cinema Craft

TITLE: .....

ENTRANT COMPANY: .....

YEAR OF AWARD: .....

CATEGORY: .....

DELIVERY ADDRESS

NAME : .....

POSITION : .....

COMPANY NAME : .....

ADDRESS : .....

CITY : ..... POST CODE : .....

COUNTRY : .....

TEL : ..... EMAIL : ....

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ITEM	QUANTITY	SUBTOTAL
Set of 3 Certificates (S$ 100)		
Set of 6 Certificates (S$ 130)		
Set of 9 Certificates (S$ 150)		
Single Certificate (S$ 40.00)		
GST @ 7%	N / A	

Tax Number (**ALL** companies **MUST** provide this):**……**

TOTAL COST

Certs+Amend. S$**……** + GST S$**……** TOTAL S$**……**

Please note that each order will be subject to the standard DHL courier fee, depending on destination. The courier rate will be confirmed by email upon receipt of the order form.

PAYMENT METHOD

If you require a pro-forma invoice in order to generate a transfer, please mark this circle: ○

○ *Bank Transfer:

Citibank N.A., Singapore Branch
Correspondent bank swift code: CITIUS33
Beneficiary Bank : Citibank N.A., Singapore Branch
Beneficiary bank SWIFT code: CITISGSG
Beneficiary account number: 0-852000-007 SGD
Beneficiary Name: Asian Advertising Festival (Spikes Asia) Pte Ltd

Reference: Duplicate Spikes Asia Awards

***If you pay by bank transfer, ensure all charges are covered. We will NOT accept bank charges. Please fax confirmation of the transfer. Failure to fax confirmation of the transfer will delay the order process.**

○ VISA ○ MasterCard ○ American Express

Card Number ⌊_⌋⌊_⌋⌊_⌋⌊_⌋ ⌊_⌋⌊_⌋⌊_⌋⌊_⌋ ⌊_⌋⌊_⌋⌊_⌋⌊_⌋ ⌊_⌋⌊_⌋⌊_⌋⌊_⌋ Expiry date ⌊_⌋⌊_⌋⌊_⌋⌊_⌋

Cardholder: **……**

Authorising Signature **(compulsory):** **……**