



UBS Auckland is the exclusive official stockist of textbooks for Toi Ohomai Institute of Technology Courses

TEXTBOOK ORDER FORM

Ways You Can Order

(Books are normally despatched within 24 hours of receipt of order)

1. *Telephone:* Call us on 09 306 2704 with your requirements and your chosen payment option
2. *Facsimile:* Fax this Order Form to us on : 09 306 2701
3. *Email:* Email us at toiohomai@ubsbooks.co.nz. Please ensure you provide details of the books you require, contact number, delivery address and payment option.
4. *Postal Mail:* Post this Order Form to: University Bookshop
PO Box 90944
Auckland Mail Centre
5. *Order Online:* Order on www.ubsbooks.co.nz (major credit cards accepted and

Methods of Payment

1. *Cheque:* Make out to University Bookshop Ltd. and send together with this Order Form (UBS reserves the right to hold delivery pending clearance.)
2. *Credit Card:* We accept Mastercard, Visa, American Express & Diners
3. *Online Banking:* (a) Send this Order Form to UBS. Be sure to tick the box to say you are paying by Direct Credit
(b) UBS a/c 03 0104 0122950 003 (Please ensure you provide your name on the Direct Credit in the reference box.)
4. *Cash:* The Waiariki Institute of Technology will accept cash payments at the office on your campus. Send this Order Form to UBS with the receipt that the Waiariki office give you.
5. *WINZ Customers:* Collect a Textbook Quote form from your campus office, fax or post us the completed form and will we stamp and sign it and post it to you. Then just take the quote to WINZ where they will approve it and send you an approval form, post the original copy of the WINZ approval form (yellow & white form with silver hologram) to UBS with this Order Form and we will invoice WINZ and despatch your books.

