



order how to order

- 1. Download the pdf order form**
- 2. Fill-up the order form**
- 3. If you require to customise an item, please fill up the table on page 2 of the order form. Please prepare a drawing with dimension details and other specifications.**
- 4 Please e-mail the order form to Drake & Wrigley at admin@drakewrigley.co.nz or, fax the form to ++649 6369027. To fax a drawing, please send with purchase order. To e-mail, please send as an attachment to purchase order.**
- 5. Drake & Wrigley will fax/e-mail you with a Proforma Invoice to confirm:**
 - a. Production lead time and delivery date of your order
 - b. Packing per inner and master carton (if applicable)
 - c. Total amount of order placed
 - d. Information on mode of payment. A deposit in the form of a cheque, telegraphic transfer or a letter of credit may be required depending on the quantity of the order.
- 6. Sign the Proforma Invoice and fax the signed Proforma Invoice.**
- 7. Delivery of goods to your specified address.**
- 8. Payment in full upon delivery of goods. Term of credit applies to regular customers.**



order form

Page no ___ of ___ pages

4. Customise an Item

Qty <input type="text"/>	Item Code <input type="text"/>	Product Description <input type="text"/>	
Finishes (please select one only) <input type="checkbox"/> Polished Brass <input type="checkbox"/> Polished Chrome <input type="checkbox"/> Powder Coated (please quote PMS colour code with instructions) <input type="checkbox"/> Stainless Steel <input type="checkbox"/> Satin Chrome Plate	Dimensions (overall dimensions) <input type="text"/> Height <input type="text"/> Depth <input type="text"/> Width <input type="text"/> Diameter (if applicable)	Instructions: <input type="text"/>	Note: To fax a drawing, please send with purchase order. To e-mail, please send as an attachment to purchase order.

5. Customise an Item

Qty <input type="text"/>	Item Code <input type="text"/>	Product Description <input type="text"/>	
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7. Checklist: (please tick to confirm)

- I attached drawing/s with measurements specified for each customised product ordered.
- I understand that Drake & Wrigley Ltd will not be liable for incorrect specifications provided by me.
- The information I provided are true and correct.
- By placing this order, I agree to the terms and conditions of sale as set in the Drake & Wrigley website www.drakeandwrigley.com

Authorising signature _____

Name in print _____ Date _____

E-mail this order form and your drawing to admin@drakewrigley.co.nz

Fax this order form and your drawings to Drake & Wrigley at ++649 636 9027