

STRATA MANAGEMENT HANDBOOK ORDER FORM

I would like to purchase the following REHDA Institute publication:

ITEM	TITLE	PRICE (inclusive of GST)	QUANTITY	AMOUNT
1	STRATA MANAGEMENT HANDBOOK (A CLEAR AND COMPREHENSIVE GUIDE TO STRATA LIVING IN MALAYSIA.) - Key issues and processes you need to know - Answers to FAQs in strata community living Special discounts for bulk purchases: 10 books and above: 10% off per book (RM52.20) 20 books and above: 15% off per book (RM49.30) 50 books and above: 20% off per book (RM46.40) 100 books and above: 25% off per book (RM43.50)	RM58.00 /copy		
	TOTAL AMOUNT			

Payment Details (Cheque or Bank Deposit only):

(Please attach copy of 'bank in slip' together with this Order Form.)

* Please tick the box provided to choose cheque or bank deposit method.

Cheque made payable to "REHDA Institute"

Cheque No: _____ Bank : PBB MBB / RHB / HSBC / Others : _____

Online banking / online transfer to REHDA Institute

* Please fax / email (smh2018@rehdainstitute.com) to us the bank-in slip with this Order Form for our recording purposes.

Bank drafts and cheque should be crossed and made payable to 'REHDA Institute'.

REHDA Payment details:
 Bank: **CIMB Bank Berhad**
 Name: **REHDA Institute**
 Account No: **8009107344**

Steps to purchase:

- Step 1: Go to <http://rehdainstitute.com/wp-content/uploads/2018/03/SMH-order-form.pdf>
- Step 2: Download & fill up the form
- Step 3: Indicate the number of purchases / bulk buy
- Step 4: Send the form & proof of payment to smh2018@rehdainstitute.com
- Step 5: Self collect or courier

Preferred Pickup/Delivery Method :

* Please tick the box provided to choose pick up or delivery method.

Collection by hand from REHDA Institute

Address : Wisma REHDA, Level 1, No. 2C, Jalan SS5D/6,
Kelana Jaya, 47301 Petaling Jaya

Time for collection : Monday to Friday (9am - 12pm or 2pm - 6pm)

Courier

Note: Courier and handling charges will be borne by buyer
(RM10 per book. For bulk buy, 10 books = 1 box RM31.00)

COURIER DETAILS

Attention Name :	_____
Address :	_____
Postcode :	_____
Mobile (Compulsory) :	_____

Company Stamp / Signature For Approval:

PERSONAL DETAILS & BILLING DETAILS (PLEASE PROVIDE FULL DETAILS FOR TAX INVOICE/RECIPT.)

Name :	_____	Job Title :	_____
Email :	_____	Mobile (Compulsory) :	_____
Company name :	_____		

Terms & conditions:

- Strictly **no walk in permitted** to purchase the Strata Management Handbook at Wisma REHDA. In the event of buyer wants to walk in for the purchase of the Strata Management Handbook at Wisma REHDA, **RM20 surcharge fee will be imposed.** We seek your kind understanding as we are short of staff handling this.
- Method of purchase is only thru <http://rehdainstitute.com/wp-content/uploads/2018/03/SMH-order-form.pdf>
- Proof of purchase (bank in slip) must be presented along with the order form
- Buyers can choose whether to self-collect at Wisma REHDA or courier
- For self-collect at Wisma REHDA, buyer can collect at the allocated time slot only (Every Monday & Friday, 11am & 4pm only)
- **COURIER SERVICE COST SHALL BE BORNE BY BUYER**
- For courier service, purchases before Wednesday @ 12.00pm, will be shipped out on Thursday morning. Purchases after 12.00pm will be delivered next Thursday excluding Public Holidays.

CONTACT REHDA INSTITUTE

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 Kindly return the order form via E-mail to smh2018@rehdainstitute.com or Fax to 03 7880 3823