

Ordering Information

Phone Your Order

1. Freecall **0800 92 92 62** any time between 8.30am and 5.00pm. Messages can be left outside of office hours.
2. Do not mail or fax a confirmation of your phone order.



Fax Your Order

1. Complete the order form.
2. Use the product codes and descriptions provided in the catalogue.
3. Calculate your order sub-total plus the delivery charge and add 12.5% for GST
4. Fax to: **04 568 2089**
5. Do not mail a confirmation of your faxed order. Only the fax copy is required.

Mail Your Order

1. Complete the order form.
2. Use the product codes and descriptions provided in the catalogue.
3. Calculate your order sub-total plus the delivery charge and add 12.5% for GST
4. Post to:
Teacher Direct Ltd
Freeport 3065
PO Box 31-365
Lower Hutt 5040

Email Your Order

You can email your order to hotline@teacherdirect.co.nz. Please make sure you list the product codes, descriptions, prices, delivery charge and add 12.5% GST

Browse/Order Online

For the easiest search option ever visit our website at www.teacherdirect.co.nz
Our site contains a range of additional products, visit us now and take advantage of an ever-changing selection of great bargains!

Shop Online from April 09

Additional Information



Payment Terms:

Due by the 20th of the following month of Invoice Date. All unpaid accounts will incur collection/legal fees payable by the customer.



Prices:

All prices quoted in our 2009 catalogue do not include GST. Prices are current at the time of publication, however may be subject to change without notice.



Delivery Charge:

Freight charges are based on the value of your order. These charges are:

Order Value	Delivery Charge
Under \$200.00	\$12.50 +\$1.56GST
\$200.00 to \$500.00	\$25.00 +\$3.13GST
Over \$500.00	\$35.00 +\$4.38GST



Backorders:

Any items which are temporarily out of stock will automatically be placed on backorder, unless otherwise directed. You will be advised if any item is placed on backorder. These items will be noted on your Packing Slip and will be dispatched to you as soon as they become available.



Copyright:

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Returns:

Please cross check all products against your original order and our packing list before opening, marking or using them.

- To ensure customer satisfaction, all damages or discrepancies must be notified within 7 working days by calling Customer Service on Free Call 0800 92 92 62 who will discuss responsibility of freight.
- Returns will not be accepted without a Return Authorisation Number. Such returns may incur freight charges payable by the customer.
- Goods must be returned in their original condition (ie. not marked in any way) unless damaged in transit.
- Please send a copy of your original invoice or packing list with all returns.



Product Design:

As the products in this catalogue may be subject to design/colour change or alteration at any time, Teacher Direct reserves the right to supply the current item. All products are designed for the purpose described and must be used by children of an appropriate age under adult supervision when required.

Credit Cards:

We accept Visa and Mastercard.

Privacy Statement:

We appreciate that your privacy is important to you and are committed to ensuring that any personal information that we retain remains confidential.

Terms & Conditions:

For a copy of our Terms & Conditions please FRECALL 0800 92 92 62

Furniture Assembly:

If you require any of our furniture products to be assembled before sending out please contact our friendly Customer Service team on 0800 92 92 62 for more information.



OUR LOCATION

Our Office and Warehouse is located at:
133 Gracefield Road, Seaview
LOWER HUTT 5010

Our other contact details are:
PO Box 31 365 LOWER HUTT 5040
Tel: (04) 568 2088 Fax: (04) 568 2089
Freecall 0800 92 92 62
Email: hotline@teacherdirect.co.nz