

MASTERCARD STATIONERY ORDER FORM

Merchant Name : _____
 Outlet Address : _____
 Contact Person : _____ Phone Number : _____
 Email Address : _____ Request Date : _____

Section A: Collection Point

(A) For Order Quantity less than 10 pcs

Collection of Mastercard Stationery items at below address:

12 Marina Boulevard, Level 5, Marina Bay Financial Centre Tower 3, Singapore 018982

Processing time for request: **3 working days**

Preferred Collection Date: Collection Time: **Mon-Fri / 2pm - 5pm**

(B) For Order Quantity more than 10 pcs and above / Bulky item

Delivery will be made by DBS vendor.

Processing time for request: **14 working days**

**All requests are subjected to stock availability and while stock lasts.*

Section B: Mastercard Stationery Items

Pls indicate Order Quantity in the box provided

<input type="checkbox"/>	Bill Folder	<input type="checkbox"/>	NEXT COUNTER Sign
<input type="checkbox"/>	Signature Pad	<input type="checkbox"/>	Name Card Holder
<input type="checkbox"/>	DL Tent Card Holder	<input type="checkbox"/>	WELCOME / CLOSED Door Sign
<input type="checkbox"/>	Pen Stand	<input type="checkbox"/>	Decal
<input type="checkbox"/>	RESERVED Sign	<input type="checkbox"/>	Push / Pull Sticker

Total Qty ***For Order Quantity more than 10 pcs and above / Bulky item, items will be delivered by vendor**

Bulky Items

<input type="checkbox"/>	Menu Stand	<input type="checkbox"/>	IPP Forms [MOQ: 1 Pack, consist of 10 Booklets]
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*****Mastercard POS Stationery designs*****

*****Bulky Item*****



POINTS TO NOTE

- All requests are subjected to availability and while stock lasts.
- For orders below 10 pcs, processing time is 3 working days. Please indicate preferred date of collection (after 3 working days) at MBFC.
- For bulky items / orders above 10 pcs, processing time is 14 working days. DBS vendor will deliver the items directly to Outlet address.
- Completed form can be sent to DBS via email to retailmerchant@dbs.com or by post for processing. No signature required for Mastercard Stationery items.
Email subject to indicate: **POS Stationery - DD/MM/YYYY - <Merchant Name> - <Delivery Mode>**