

Faculty of Arts and Social Sciences
 UTS
 PO Box 123
 Broadway NSW 2007

Reading Guide Order Form

For directions on how to use this form, please see overleaf.

Supplier

UTS Union Shop
 Level 3 Tower Building,
 No. 1 Broadway
 Ultimo 2007
 Fax: (+612) 9514-1498

Opening hours

Mon to Fri 9.00am- 6.00pm
 Mon to Fri 8.30am- 6.30pm (Wk. 1 of semester)

Email:

Dona.Wilegoda@uts.edu.au

COURSE NOTES NUMBER (CN)	
Subject Name	
Subject Number	

	Domestic Students	Overseas Students
Reading Guide Price	\$	\$
Postage*	\$ 12.80 (Up to 3.0kg)express post	\$
Total	\$	\$

* The \$ 12.80 charge is valid for posting within Australia only. Overseas students must contact the UTS Union shop by *email* stating your location and the Course Notes number in order to confirm postage charges. (If orders are in excess of 3.0kg, customers will be notified of costs by phone.)

Name			
Postal Address			
Postcode	State	Country	
Daytime Phone Number			
Name of Credit Card Holder			
Credit Card Number		Expiry Date	
Type of Card	Bankcard <input type="checkbox"/> VISA <input type="checkbox"/> (Please note that MasterCard will no longer be accepted).		

I, _____ authorise the amount of \$ _____
 for the cost of the above Reading Guide and postage charges to be debited from my credit card.

Signature _____ Date _____

About this form

In keeping with university policy Reading Guides are sold to students through the UTS Union Shop.

The University provides students with printed copies of non-essential reading materials at a reduced rate. This service saves students considerable time in locating and copying the material.

The charge for these materials is within guidelines set by the Federal Government and it is University policy that a copy of each set of such material is held and made available for students for use in the Library.

The University wishes to ensure that the integrity of this service is maintained. If you believe that essential reading materials are being incorrectly charged for, please contact the Student Information and Administration Centre on 9514-1222 who will arrange for the matter to be investigated and corrective action taken when necessary.

Please note that this form is subject-specific. That is, you will need to complete a different form for each subject in which you are enrolled.

Buying by mail

Domestic Students

1. Please fill in your name, address and credit card details.
2. Sign and date the bottom of the form. (Forms that are not signed cannot be accepted.)
3. Fax the form to the Union Shop on (+612) 9514-1498. **OR** email the form to Dona.Wilegoda@uts.edu.au as a pdf file, using your surname as the file-name.
4. You should receive your Reading Guide within 10 days of placing your order. (domestic students only).

Overseas Students

1. Email Dona Wilegoda at the Union shop with your postal address and the Course Notes number/s of the Reading Guide/s you require. Dona.Wilegoda@uts.edu.au
2. Dona will confirm receipt and will advise you of the overseas postage charge.
3. Please then fill in the form, sign and date it. (Forms that are not signed cannot be accepted.)
4. Fax the form to the Union Shop on (+612) 9514-1498. **OR** email the form to Dona.Wilegoda@uts.edu.au as a pdf file, using your surname as the file-name.

Buying in person

Alternatively, you can visit the UTS Union shop and pay either by CASH or by CHEQUE (made payable to *UTS Union Ltd.*). Please note that you need to bring:

1. This form
 2. The Course Notes number for your subject
 3. Your student card.
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