

# Order Form



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## Your contact details

Name \_\_\_\_\_

Company \_\_\_\_\_

Courier address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Date \_\_\_\_\_

## Select from these titles

Qty	Title	Versions available: please tick version required			Price	Line total
		Office 2003	Office 2007	Office 2010		
	Introducing Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	
	Extending Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	
	Expert Microsoft Word	<input type="checkbox"/>	n/a	Coming soon!	\$70.00	
	Introducing Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Extending Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Expert Microsoft Excel	<input type="checkbox"/>	n/a	Coming soon!	\$70.00	
	Introducing Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Extending Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Advanced Microsoft Access	<input type="checkbox"/>	n/a	Coming soon!	\$70.00	
	PowerPoint Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	
	Introducing Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Extending Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Introducing Microsoft Project	n/a	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00	
	Internet & Email Fast Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00	
	Internet and Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Everyday Text Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00	
	Advanced Text Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Real Time Text Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00	
	Keyboard Skills				\$35.00	
	Microsoft Office Shortcuts, Tips and Tricks	n/a	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00	

## NZQA Unit Standard Editions - Office 2007/2010, QuickBooks, MYOB

Qty	Title	Office 2007	Office 2010	Price	Line total
	Keyboard Skills: Unit Standard 101	<input type="checkbox"/>	<input type="checkbox"/>	\$30.00	
	Keyboard Skills: Unit Standard 102	<input type="checkbox"/>	<input type="checkbox"/>	\$30.00	
	Keyboard Skills: Unit Standards 101 and 102	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Document Processing 1: Unit Standards 111 and 107	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00	
	Document Processing 2: Unit Standards 112 and 108	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00	
	Document Processing 3: Unit Standards 113 and 109	<input type="checkbox"/>	<input type="checkbox"/>	\$58.00	
	Word Processing: Unit Standard 111	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Word Processing: Unit Standard 112	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Word Processing: Unit Standard 113	<input type="checkbox"/>	<input type="checkbox"/>	\$45.00	
	Spreadsheets: Unit Standard 2784	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Spreadsheets: Unit Standard 2785	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Database: Unit Standard 2786	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00	
	Database: Unit Standard 2787	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Desktop Publishing: Unit Standard 2788	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Desktop Publishing: Unit Standard 2789	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Presentations: Unit Standard 5490	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00	
	Computer Basics: Unit Standards 2780 and 2781/Achievement Standard 91070			\$45.00	
	Unit Standard 2781			\$35.00	
	Accounting with QuickBooks: Unit Standard 26768			\$40.00	
	Everyday MYOB Accounting: Accounts Payable and Accounts Receivable (US 26768)			\$40.00	
	Everyday MYOB Accounting: Cash, Credit and GST Transactions (US 11609, 11610, 11611, 11615)			\$50.00	
	Everyday MYOB Accounting: Cash, Credit, GST and Inventory Transactions (US 11609, 11610, 11611, 11615, 11618)			\$58.00	
	MYOB Credit Transactions: Unit Standard 331			\$37.50	
	MYOB General Ledger: Unit Standard 332			\$37.50	

Pick 'n' mix (please tick or circle titles on previous page)\*

- |  |   |
|--|---|
| <input type="checkbox"/> Any 3 different titles \$115.00 | <input type="checkbox"/> Any 7 different titles \$275.00  |
| <input type="checkbox"/> Any 4 different titles \$155.00 | <input type="checkbox"/> Any 8 different titles \$315.00  |
| <input type="checkbox"/> Any 5 different titles \$195.00 | <input type="checkbox"/> Any 9 different titles \$355.00  |
| <input type="checkbox"/> Any 6 different titles \$235.00 | <input type="checkbox"/> Any 10 different titles \$395.00 |

\* "Pick 'n' Mix" packs cannot include multiple copies of one title.

### Payment details

Please invoice my school/polytechnic/PTE quoting order number \_\_\_\_\_

My cheque for \$\_\_\_\_\_ is enclosed.

Please charge my Visa/MasterCard:

Card no \_\_\_\_\_

Cardholder name \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_

Please send on 14-day inspection (educational institutions only)

Please add me to the Cyberkeys mailing list

Master files for manuals can be downloaded from [www.cyberkeys.co.nz](http://www.cyberkeys.co.nz)

Subtotal	
Courier and handling	\$10.00
Total	

### Order terms and conditions

- ◆ An official company order number or payment must be received by Cyberkeys Ltd before manuals are despatched.
- ◆ Make cheques payable to **Cyberkeys Ltd.**
- ◆ \$10.00 courier and handling is chargeable on all orders. Bulk orders to educational institutions may incur a higher freight charge.
- ◆ Please allow up to 14 days for delivery.
- ◆ Inspection copies to educational institutions will be invoiced 14 days after dispatch.
- ◆ **Educational institutions:** contact us for bulk purchase rates and conditions.  
**Phone** (03) 383 5202  
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