**Punyam Academy Private Limited**

**2nd Floor, 04 - Abhishree Corporate Park, Iscon – Ambli Road, Ambli,**

**Ahmedabad -380058**

Phone: +91-079-29795322, M.: +91 9825031523

E-mail: sales@globalmanagergroup.com Website: [www.globalmanagergroup.com](http://www.globalmanagergroup.com)

**Order Form**

|  |  |  |
| --- | --- | --- |
| 1. | Company Name |  |
| 2. | Name of contact |  |
| 3. | Job Title |  |
| 4. | Postal address: |  |
| 5. | Telephone Numbers: |  |
| 6. | Facsimile Numbers: |  |
| 7. | E-mail Address: |  |
| 9. | File unzipping utility being used: |  PKZIP Win Zip Other : …………….. |
| 10. | Office software being used: |  MS-Office '97 MS-Office XP Other: …………… |

 **Details of Items to be Ordered:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item code** | **Items Ordered**  | **Unit fee \*** | **No. of Units** | **Total fee \*** |
|  | **USD** |  | **USD** |
|  |  |  |  |  |  |  |
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\* USD means American dollars and specify the amount in the column.

 **Terms and conditions:**

|  |  |
| --- | --- |
| a. | The scope of product shall be as stated in the web-site. This product is sold as a sample guide copy only Many organizations globally have used our guide products after necessary customization and implementation. The buyer must customize our training presentation/document kit to suit his/her organization’s requirements to go for related ISO series standard certification.  |
| b. | The documents shall be dispatched in electronic form through e-mail/download from our ftp server and no hard copy will be provided. (Microsoft Word 7.0 / Power point presentations).  |
| c. | Our products are sold on 1 user agreement and not sold or given to other company and protected with copy number under copyright. |
| d. | Legal jurisdiction for any dispute arising out of this sale shall be in Ahmedabad, India. |
| f. | M/s Punyam Enterprise shall not be responsible for any loss/damage to the client that might arise due to improper modification by client/usage of the product. |
| g. | The delivery of this product is given by download from our ftp server after confirmation of receipt of payment form our bankers. |

**Payment details:**

A) Payment by banker’s cheque/demand draft:

Banker’s Cheque/Demand Draft Number: ………………………. Date: ……………….

Amount (in words) ………………………………………………………………………..

Name of Bank: ……………………… Name of Branch: ………………………………...

(Cheque/DD to be made in favour of Punyam Enterprise)

B) Payment by direct deposit to HDFC Bank Account through TT transfer or wire transfer

**Send the money through TT transfer from your country.**

Please Find The Details Below To Remit The Fund against us in the name of

**ACCOUNT NAME: PUNYAM ACADEMY PRIVATE LIMITED**

**Account Number: 50200064223501 (Current Account)**

**Bank Swift code number: HDFCINBBXXX**

**IFSC sort code: HDFC0009173**

**Bank Name and Address:**

**HDFC bank Ltd**

**Iscon X Roads branch, Shop No 14, Devarc Complex, Iscon Cross Roads,**

**Satellite, Ahmedabad, Gujarat, India**

Customer’s name …………………………………………. Date: ………………..

(Signature not required on softcopy.)

*Please send the duly filled form with requisite payment to PUNYAM ACADEMY PRIVATE LIMITED at the address given above or e-mail to :* sales@globalmanagergroup.com