

Business Hours:  
Monday to Friday: 9am – 6pm • Saturday: 9am – 2pm • Sunday & Public Holidays: ClosedAttention to: \_\_\_\_\_  
Date: \_\_\_\_\_  
No. of Pages: \_\_\_\_\_

FOR OFFICIAL USE ONLY

**ORDER BY & BILL TO**

Please complete details in BLOCK LETTERS • For multiple orders, please photocopy this Order Form

Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_Email: \_\_\_\_\_  
Tel: (O) \_\_\_\_\_ (H) \_\_\_\_\_  
(HP) \_\_\_\_\_ Fax: \_\_\_\_\_

Signature or Company's Stamp

**DELIVERY INSTRUCTIONS**

Product Code:	Unit Price S\$:	Quantity:	Total S\$:
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Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Tel: (O) \_\_\_\_\_ (H) \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Delivery Time: AM / PM / Anytime / Express\* (delete accordingly)  
Message (if any): \_\_\_\_\_  
To (name): \_\_\_\_\_ From: \_\_\_\_\_**METHOD OF PAYMENT**☐ VISA ☐ MASTERCARD ☐ CHEQUE (corporate orders only)Credit Card No: \_\_\_\_\_  
Card Member's Name: \_\_\_\_\_  
Expiry Date: MM/ \_\_\_\_\_ YY/ \_\_\_\_\_

Signature

**Please Note:**

1. Please do not send cash. Cash payment should be made in person or collected by an authorized Hilton employee with a Hilton official receipt.  
All cheques should be crossed and made payable to Hilton Gifts Collections Pte Ltd.
2. Confirmation of your order will be made via telephone. If you do not hear from us within 1 hour after faxing your order, please contact us at 6382 3771.
3. Surcharge of S\$12 will be applicable for orders to be redirected after the 1st delivery.
4. A cancellation fee of 50% of the selling price will be levied on orders cancelled upon confirmation.
5. We reserve the right to substitute any item that is of equivalent or even higher value depending on stock availability.
6. Prices are subjected to changes during the period of Valentine's Day.

\*Express delivery within 2 hours after confirmation of order at a nominal charge of S\$20.