



For Outstation Order Guideline

- STEP 1 : Fill in the Quick Order Form
- STEP 2 : Please Fax accordingly to JB or KL office or Singapore office
- STEP 3 : Upon receiving your fax, we will call you back for confirmation before proceed
- STEP 4 : Please be advised to bank in your purchase into our Bank Account before we could proceed your order.

AFFIN BANK 100360318374
AMBank 1052012009658
CIMB BANK 8006150043
CITIBANK 0901712017
HLBB 37800010059
MAYBANK 501534014918
OCBC 7101214321
PUBLIC BANK (JB) 3139370032
PUBLIC BANK (KL) 3140007128
RHB BANK 20106200095629
UOB 1783021671

- STEP 5 : Processing of Courier Service Delivery will take 3 to 5 working days (not included Sat, Sun & Public Holiday)
- STEP 6 : Free delivery for West Malaysia & Singapore only
- * Pls : Your full & correct recipients details will help us completed the delivery successful & safe.
- * Please fax your bank-in slip to :
(JB) : 07-3536548/07-3536550/07-3556694
(KL) : 03-80705564

- * **All other Malaysia state order please Fax to JB Head Office Fax : 07-3543551, 3536548, 3536550, 3556694, 3533990**
- * **Only KL & Selangor state order please Fax : 03-80708058, 80707008, 80706005, , 80702005, 80705537, 80705564**

Sunshine Hampers & Florist (J) Sdn. Bhd. (Co.No. 745003-V)
JB Head Office :
 6, 6A, 8, 8A, 10, 10A, 12, 12A & 14, 14A, Jalan Rosmerah 2/12, Taman Johor Jaya, 81100 JB, Johor.
 Tel : 07-3543568 (20 Lines), 3549804, 3549806, 3541545, 3541536, 3541315, 3543571, 3556840
Emergency Hunting line in case of Power failure : 07-2892131
 Fax : 07-3543551, 3536548, 3536550, 3556694, 3533990
 Email : sunshinejb88@gmail.com

Puchong Branch Off :
 13-01, Jalan Kenari 19A, Bandar Puchong Jaya, 47100 Puchong, Selangor.
 Tel : 03-80768308 (20 Lines), 80764767, 80765041, 80764875, 80764587, 80763742, 80763829, 80757263
Emergency Hunting line in case of Power failure : 03-74902131
 Fax : 03-80708058, 80707008, 80706005, , 80702005, 80705537, 80705564
 Email : sunshinekl88@gmail.com

Sunshine Hampers & Florist Pte. Ltd.
Singapore Branch Off :
 27 Mandai Estate #01-04 Innovation Place Singapore 729931.
 Tel : 0065-63043255 (20 Lines)
 Fax : 0065-64911250
Email: sg@sunshinehampers.com
www.sunshinehampers.com
 find us on
 fb.com/sunshinehampers

Note :

1. Please do not send cash; cash payment should be made in person or collected by an authorised Sunshine employee who carries Sunshine official receipt.
2. All cheques/money orders should be crossed and made payable to Sunshine Hampers & Florist (J) Sdn. Bhd. (Malaysia) or Sunshine Hampers & Florist Pte Ltd (Singapore).
3. We reserve the right to substitute any item that is of equivalent or even higher value depending on stock availability.
4. There will be a 50% surcharge for any cancellation of confirmed order and must be made 24 hours in advance before the delivery date.
5. Confirmation of your fax order will be made via Telephone with the confirm number (as per order).
6. Thank you for your order. We assure you of our best service at all times.

IMPORTANT NOTICE

Please use **CAPITAL LETTERS ONLY** and to make multiple orders you may email/fax us in your format accompany with company letter head, P.O number and company chop. One confirmation number is one purchase order, please do not email/fax twice. Please do not email/fax concurrently, this will result in double billing.

Re-fax : (Please tick)

Personal Order Company Order Confirmation No. :

BILL TO :
 Name/Company : _____
 Person In-Charge : _____ Handphone : _____
 Billing address : _____ Office No. : _____
 _____ Fax : _____
 _____ Email address : _____
 Postal code/city/state : _____

PURCHASE INSTRUCTION TO RECIPIENT:

HAMPER CODE : PLEASE ENSURE CORRECT HAMPER CODE QUANTITY :

Company name : _____
 Attn to : _____ On-behalf of : _____
 Delivery address : _____

 Postal code/city/state : _____ Date * : _____
 Message : _____ Handphone : _____
 Compliment from : _____ Office No : _____

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 Delivery address : _____

 Postal code/city/state : _____ Date * : _____
 Message : _____ Handphone : _____
 Compliment from : _____ Office No : _____

This is to confirm your orders and all information is accurate. Chop and Sign after you have read the

IMPORTANT NOTICE

***Your Company P.O. Number:**

- * LOCAL DELIVERY WITHIN 7 WORKING DAYS UPON STATED DATE.
- * COURIER SERVICES WITHIN 10 WORKING DAYS UPON STATED DATE.
- * OUR CUSTOMER SERVICES WILL ADVISE YOU UPON CONFIRMATION & WE WILL DELIVERY ASAP

More convenient way to order : www.sunshinehampers.com