



Manual Order Form

Online store manual product ordering



Products can be ordered directly online.

Go to [CASA Online Store](#)

Purpose of this form

The purpose of this form is to provide a manual option to order products from the online store.

Who is this form for?

This form can be used by the general public.

Information needed to complete this form

You will need contact details, product information and payment details to complete this form.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➡ **Go to**' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➡ **Go to**' go to the question number shown, you do not need to answer the questions in between

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Personal details

1 What are the **personal** details?

Full name

Organisation name (if applicable)

Contact number

Email address

Orders that do **not** have an email address may not be processed.

Address

2 What is the **billing** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

3 Is the **billing** address the same as the **shipping** address?

No

Yes

4 What is the **shipping** address?

Unit/number

Street name

Suburb

State/territory

Postcode

5 What are the product(s) you wish to order?

For a full list of product prices, descriptions and codes go to [CASA Online Store](#). Most orders within Australia will attract a delivery fee of \$15 regardless of the number of products. However, some orders for large quantities of product or international shipping will incur a higher charge, which will be calculated at a pre-agreed rate.

CASA Code	Title/Description	Qty/UOM	Unit Price (inc. GST)	Total Price

Total (excluding postage)

Payment options

Payment confirmation is required before goods can be dispatched. Note AMEX and Diners Cards are not accepted.

Option 1

I hereby authorise BRN Benchmark a contracted supplier to the Civil Aviation Safety Authority to **debit** the following amount from my:

Mastercard	Card number		
Visa			
Cardholder name (please print)		Expiry (MM/YY)	CVV
		/	
Total	Signature	Date (DD/MM/YYYY)	
\$		/	/

Option 2 via EFT

For payments using Electronic Funds Transfer (EFT) the bank account details are:

Bank: Commonwealth Bank
Account Name: BRN Benchmark Pty Ltd
BSB: 063-182
Account Number: 1119 3172

A remittance advice including full name (as above) **must** be supplied to BRN Benchmark via email when payment is made.

 Submit by email – rob@brnbenchmark.com.au