

FancyFax Help

[How To Order FancyFax](#)

[Introduction](#)

[Using FancyFax](#)

[Choosing A Style](#)

[Choosing Fonts](#)

[Choosing A Picture](#)

[The Memo Message](#)

[Printing A Cover Sheet](#)

[Faxing A Cover Sheet](#)

[Toolbar Buttons](#)

[Status Bar](#)

[File Menu](#)

[Edit Menu](#)

[Options Menu](#)

[Help Menu](#)

[Editing Keys](#)

[Hints And Tricks](#)

[Notices](#)

Introduction

A fax cover sheet ... you use it once, and then throw it away. But the cover sheet is the first thing your fax correspondent sees, so even though you only use it once, it really has to look good.

FancyFax prints fancy fax cover sheets. They can have the usual *To*, *From*, memo message, date, and number of pages. But in addition, FancyFax cover sheets can also include any bitmap picture. FancyFax comes with its own set of pictures, or you can use any other Windows bitmap. Use a distinctive corporate logo, or any other bitmap picture.

FancyFax is convenient. You can save the *To* and *From* information to a built-in database, so it's available next time. With FancyFax, you can quickly create customized cover sheets for your frequent fax correspondents with no re-typing.

And FancyFax is flexible. You can arrange the page any way you want. Pick any fonts you choose for the heading, the *To* and *From* information, and for the cover sheet memo. Change the wording of the cover sheet labels. Use your company name for the heading, or your own name, or set the heading to "Fax Cover Sheet." Put the picture just below the heading, or at the bottom of the cover sheet. Or print a sheet with no picture at all.

If you have a FaxModem installed, you can also use FancyFax to **fax** a quick one-page message. Instead of clicking the *Print* button, just click the *Fax* button instead. Your FancyFax cover sheet will be sent as a one-page fax. It's a handy way to send an "instant" message.

FancyFax makes life just a little easier, and just a little more pleasant.

How To Order FancyFax

Thank you for trying FancyFax. You are welcome to test the evaluation version for 30 days. That is, you can run the program on 30 different dates. These dates do not have to be consecutive calendar days. If you don't run FancyFax on a particular date, it doesn't count against your 30 days.

The evaluation version of FancyFax contains all the features found in the actual product. You have plenty of time to try it under actual working conditions on your own system, to see if it meets your needs. After the trial period, you must either purchase FancyFax or remove it from your system.



FancyFax can also be purchased from distributors in:

[ENGLAND: The Thompson Partnership](#)

[GERMANY: Vogel Datentechnik](#)

[FRANCE: WindowShare](#)

[NETHERLANDS / BELGIUM: CopyCats](#)

[JAPAN: P & A Co. Ltd.](#)

[AUSTRALIA: Budgetware](#)

To order direct, send \$19.95, plus \$5 for shipping (cash, check, money order, MasterCard, or Visa) to:

**Bardon Data Systems
1023 Key Route Blvd.
Albany, CA 94706**

Outside North America please add an additional \$6 overseas shipping surcharge.
California residents please add \$2.06 sales tax.

With a MasterCard or Visa you can order FancyFax by phone, either directly from Bardon at **(510) 526-8470** (weekdays 9 to 5 California time) or through our toll-free telephone order-taking service **(800) 242-4775** (ask for product #14500, weekdays 7 to 6 Central time), or 24 hours a day by fax at **(510) 526-8470**. On CompuServe you can send your order to Bardon at **72340,375** or **GO SWREG** to order item #10203. On the World Wide Web you can order at **<http://www.bardon.com>**. Include card number, expiration date, and name as it appears on the card.

If you order with a MasterCard or Visa by phone at **(510) 526-8470**, you'll be given your registration number immediately so you can get rid of those reminder screens right away. Or simply mail in your credit card number and expiration date.

When you order, you'll get a copy of the most recent version of FancyFax, a registration number that will turn off the reminder screens, a printed manual, support, and update notices. You'll also get extra FancyFax artwork suitable for adding to your fax cover sheets.

You will also get a **FREE** copy of **Reverend Lowell's Treasury of Humor, Volume 1: "He Who Laughs, Lasts!"** Reverend Lowell's Treasury contains thousands of humorous anecdotes collected by Reverend Lowell during his long career as an ordained minister. After thirty years of public speaking from the pulpit, the podium, and on television, he has amassed over 200,000 items, and Reverend Lowell's Treasury represents the "cream of the crop." These are Reverend Lowell's favorite funny stories, revealing quotes, interesting anecdotes, and zingy one-liners. And there's nothing that would be unsuitable in any public setting. There are plenty of items to choose from. Each volume of the Treasury covers a different topic, and contains at least as many items as you'd find in a full-size book. Many are illustrated in color or black-and-white. You can search for any item by keyword or first line. Or simply browse through every item page by page.

Using FancyFax

FancyFax is easy to use. To create a fancy fax cover sheet, give the *From* and *To* information, type your memo message (if any), pick a picture and a cover sheet style, and then [print the cover sheet](#) on your computer's printer, or [fax the cover sheet](#) using your computer's FaxModem. The easiest way to print or fax the sheet is to use the [toolbar buttons](#).

From And To Information

After typing new *From* or *To* information, you may want to add it to the built-in database, so it'll be handy next time. To do this, click on the toolbar's **Add** button. If the cursor is in a *From* field, FancyFax will add a *From* entry. If the cursor is in a *To* field, FancyFax will add a *To* entry.

To use a database entry, or edit the list, click on the green arrow in the *From* or *To* block. The displayed list is sorted either by name or by company. To choose a sort order, click on the toolbar's **Sort** button.

Both the *From* and *To* can have default entries. The defaults are displayed at startup, or when you click on the toolbar's **Reset** or **Get Default** buttons. Click a green arrow to select a default.

When the cursor is in any *From* or *To* field, press the up or down arrow keys to see each database record in turn, displayed in the order in which you entered them.

The *From* and *To* information is printed using the Body font. To change this font, click on the toolbar's **Body** button.

Date and Pages

This is initialized for you. You can click in these fields and change them to suit. When the cursor is in the *Pages* field, press the up or down arrow keys to change the number of pages.

The *Date* and *Pages* information is printed using the Body font. To change this font, click on the toolbar's **Body** button.

Picture

Here's where you choose a picture for your fax cover sheet. To choose an entry, or edit the list, click on the green arrow. When the cursor is in the *Picture* field, press the up or down arrow keys to see each picture in turn. You can add new pictures from the [Options menu](#), or simply drag-and-drop new pictures onto the FancyFax window.

Style

Fax cover sheets can be printed in one of four styles. Click on the green arrow to see the list. You can select a style, or set one as the default. When the cursor is in the

Style field, press the up or down arrow keys to select each style in turn.

Message

Type your memo in the usual way. Use the arrow keys, the clipboard, the Return key, the Edit menu, and the usual editing keys as you write your message. Since the Tab key is set to take you to the next field, to insert a tab use Ctrl+Tab. The memo can be up to 5000 characters (over 60 lines of normal-sized text).

The memo message is printed using the Message font. To change this font, click on the toolbar's **Message** button.

Printing The Cover Sheet To Your Printer

When all the pieces are in place, click on the toolbar's **Print** button or type *Ctrl+P*, or use the File menu's **Print This Cover Sheet** item to print your fax coversheet. If necessary, you can first set up your printer with the toolbar's **Print Setup** button, or the File menu's **Print Setup** menu item.

Faxing The Cover Sheet With Your FaxModem

If you have a FaxModem installed, you can also use FancyFax to *fax* a quick one-page message. Instead of clicking the **Print** button, click the **Fax** button, or type *Ctrl+F*. Your FancyFax cover sheet will be sent as a one-page fax. It's a handy way to send an "instant" message.

Choosing A Style

Fax cover sheets can be created in one of four styles. To pick a style, click on the green arrow button next to the *Style* field. This brings up the *Select Style* dialog box. The styles are sorted alphabetically. Click on **Default** to make a style the default; it will come up at startup or when you click Reset on the toolbar or [File](#) menu. To select a style, click on **Select**, or simply double-click on the line. To exit the dialog box, click on **Cancel**, or press the Escape key.

You can also select a style right from the main screen. Put the cursor in the *Style* field and press the up or down arrow key to see each style's name in order.

The styles are:

Picture above message, 'Fax Cover Sheet' on top

The header (top line) contains the words "Fax Cover Sheet." Just below that is the selected picture (unless you've chosen the [Options](#) menu item **Don't Print Picture**) at a fixed size. Below that is the *From*, *To*, *Pages*, and *Date* information. Below that is your memo message, if any.

Picture above message, 'From-Company/Name' on top

The header (top line) contains the *From* company. If this is blank, it contains the *From* name. If both are blank, it contains the words "Fax Cover Sheet." Just below that is the selected picture (unless you've chosen the [Options](#) menu item **Don't Print Picture**) at a fixed size. Below that is the *From*, *To*, *Pages*, and *Date* information. Below that is your memo message, if any.

Picture below message, 'Fax Cover Sheet' on top

The header (top line) contains the words "Fax Cover Sheet." Just below that is the *From*, *To*, *Pages*, and *Date* information. Below that is your memo message, if any. Below that is the selected picture (unless you've chosen the [Options](#) menu item **Don't Print Picture**). The picture is enlarged to take up the rest of the page below the memo text.

Picture below message, 'From-Company/Name' on top

The header (top line) contains the *From* company. If this is blank, it contains the *From* name. If both are blank, it contains the words "Fax Cover Sheet." Just below that is the *From*, *To*, *Pages*, and *Date* information. Below that is your memo message, if any. Below that is the selected picture (unless you've chosen the [Options](#) menu item **Don't Print Picture**). The picture is enlarged to take up the rest of the page below the memo text.

To change the "boilerplate" label text on the cover sheet, use the [Options](#) menu item **Cover Sheet Label Options**.

Choosing Fonts

You can use either the [toolbar buttons](#) or the [Options](#) menu items **Header Font**, **Body Font**, and **Memo Font** to choose the fonts that will be used to print the FancyFax cover sheet.

The **Header Font** controls the top title line of the cover sheet. This line contains either the *From Company* or the *From Name* or the words "Fax Cover Sheet."

The **Memo Font** controls the font used to print the memo message. This is the cover page note you type in.

The **Body Font** controls the *From*, *To*, *Pages*, and *Date* information.

If you choose a non-italic font for the **Body Font**, the field labels in the body section are in italic. If you choose an italic **Body Font** the field labels will not be in italic.

To change the on-screen display font, use the [Options](#) menu item **Screen Label Options**.

If you don't choose fonts, the FancyFax program uses its built-in defaults.

Choosing A Picture

To choose a picture, click on the green button next to the Picture field. This brings up the *Select Picture* dialog box. The pictures are sorted alphabetically, by the description you gave when you added the picture to the list.

Click on **Default** to make a picture the default; it will come up at startup or when you click **Reset** on the toolbar or the [File](#) menu.

To eliminate a picture from the list, click on **Remove**.

To select a picture, click on **Select**, or simply double-click on the line. To exit the dialog box, click on **Cancel**, or press the Escape key.

You can also select a picture right from the main screen. Put the cursor in the Picture field and press the up or down arrow key to see each picture and description in the order you added it.

The Memo Message

Type your memo message in the usual way. Use the arrow keys, the clipboard, the Return key, the [Edit](#) menu, and the usual [editing keys](#) as you write your message. Since the Tab key is set to take you to the next field, to insert a tab use Ctrl+Tab. The memo can be up to 5000 characters (over 60 lines of normal-sized text).

The memo message is printed using the Message font. To change this font, click on [the toolbar Message](#) button or use the Message Font item on the [Options](#) menu.

Status Bar

At the bottom of the FancyFax window is a status bar. It has three handy components.

At the left side is a "hints" area which gives usage information for the current field or menu item. For example, if the cursor is currently in the Message field, there is a hint related to entering a memo message. If you have a menu open, try using the arrow keys to select the different menu items. The hint tells you what that menu item does.

In the center is a field showing the current date and time.

On the right is a field showing the currently available system resources.

Toolbar Buttons

The toolbar buttons are used as follows:

Add

After typing new *From* or *To* information, click this **Add** button to add the new information to the database. FancyFax adds information from the last block (*From* or *To*) that you were in before clicking the button. If the cursor is in a *From* field, FancyFax will add a *From* entry. If the cursor is in a *To* field, FancyFax will add a *To* entry.

Clear

Clears the *From* and *To* blocks. It asks for confirmation if any *From* or *To* information has not yet been saved.

Get Default

Gets the default *From* or *To* information, whichever you were in when the button was clicked.

Reset

Sets the *From*, *To*, *Picture*, and *Style* back to their defaults.

Print

Prints the fax cover sheet on your system printer, using the current FancyFax settings.

Print Setup

Calls the standard Printer Setup dialog box so you can choose or configure a printer

Fax

"Prints" a fax cover sheet to your FaxModem, using the current FancyFax settings. This is a handy way to send a quick one-page fax message through your FaxModem.

Fax Setup

Lets you select your FaxModem driver so FancyFax knows where to send its one-page FaxModem messages.

Header

Calls the standard Font dialog box so you can choose a Header (top line) font.

Body

Calls the standard Font dialog box so you can choose a body (*From*, *To*, *Date*, and *Pages*) font.

Message

Calls the standard Font dialog box so you can choose a memo message font.

Sort

Lets you select whether to sort the *From* and *To* lists by name or by company.

Exit

Exits from FancyFax.

Help

Calls FancyFax Help, this very file which you are now reading.

Faxing A Cover Sheet

You can "print" a fax cover sheet to your FaxModem, using the current FancyFax settings. This is a handy way to send a quick one-page fax message through your FaxModem.

To fax the cover sheet on your FaxModem, click on the toolbar's **Fax** button, or type *Ctrl+F*, or use the File menu's **Fax This Cover Sheet** item to send the coversheet to your FaxModem. If necessary, you can first choose your FaxModem with the toolbar's **Fax Setup** button, or the File menu's **Fax Setup** dialog box.

Printing A Cover Sheet

To print the cover sheet on your system printer, click on the toolbar's **Print** button, or type *Ctrl+P*, or use the File menu's **Print This Cover Sheet** item to print your coversheet. If necessary, you can first set up your printer with the toolbar's **Print Setup** button, or the File menu's **Print Setup** dialog box.

File Menu

Reset

Resets fields to their defaults. Clears them if no default has been set. Doesn't clear the **Message** field. *Ctrl+R* does this too, or clicking on the toolbar's **Reset** button.

Print This Cover Sheet

Prints a cover sheet to the current printer. *Ctrl+P* does this too, or clicking on the toolbar's **Print** button.

Print Setup

Calls the standard Windows "Setup Printer" dialog box, which lets you choose a printer and set up its options. Clicking on the toolbar's **Print Setup** button does this too.

Fax This Cover Sheet

"Prints" a fax cover sheet to your FaxModem, using the current FancyFax settings. This is a handy way to send a quick one-page fax message through your FaxModem. *Ctrl+F* does this too, or clicking on the toolbar's **Fax** button.

FaxModem Setup

Lets you select your FaxModem driver so FancyFax knows where to send its one-page FaxModem messages. Clicking on the toolbar's **Fax Setup** button does this too.

Exit

Exits the FancyFax program.

Edit Menu

Undo

Undo the latest editing action in the current edit field.

Cut

Deletes the selected text in the current edit field. Sends the text to the Windows clipboard.

Copy

Copies selected text in the current edit field to the Windows clipboard.

Paste

Puts the current clipboard contents into the current edit field, at the cursor. If the current edit field has any selected text, the clipboard contents replaces the selection.

Clear

Deletes the current edit field's selected text. Does not send it to the clipboard.

Options Menu

Add New Picture To List

This item brings up the Add FancyFax Picture dialog box, where you can give the filename and description of a new picture to be added to the list. You can also display this dialog if you simply drag-and-drop an image file onto the FancyFax window.

Change Picture Description

To change a picture's description, display that picture on-screen and select this menu item. You can type a new description that will be shown when that picture is displayed,

Heading Font

Body Font

Message Font

Use these items to select the *Header*, *Body*, or *Message* fonts. These fonts can also be selected by clicking on their toolbar buttons.

Picture Enhancement Modes

There are three "enhancement modes." Different pictures are easier to see on the screen in different modes. This depends on your own individual computer, monitor, and video setup. Mode 2 is the default. Try them all to see which works best on your own system. The enhancement mode has no effect on the printed cover sheet, only on the screen display.

Sort by Name

Sort by Company

You can display the *From* and *To* dialog box lists sorted by name or by company. Use these menu items to specify your preference.

Screen Label Options

Use this item to change the on-screen display font, and the text of the words used as on-screen labels. For example, if you'd prefer to have the typed note labeled on the screen as a *Memo* instead of a *Message*, you can change it here. You can change the labels for these fields: To, From, Message, Pages, Picture, Style, Name, Company, Phone, and Fax.

Cover Sheet Label Options

Use this item to change the text of the words used on the printed fax cover sheet. By default these labels are *TO:*, *FROM:*, *VOICE:*, *FAX:*, and *PAGES (including this cover sheet):*. If you want to send a fax cover sheet with different labels (perhaps not in English) here is where you change them.

Don't Print Picture

Occasionally you may need a more traditional-looking fax cover sheet. If you want to create fax cover sheets without a picture, select this menu item.

Hints And Tricks

Here are some tips on using FancyFax.

All the controls in the FancyFax are dynamically resized to fit the window. So, if the fields or the picture are not big enough, just make the window bigger. The components will get bigger too.

FancyFax remembers its size and screen position from session to session. So if you enlarge the screen to make the controls bigger, it will stay that way.

To make the on-screen picture clearer, try one of the other Picture Enhancement modes. They're on the Options menu. Different kinds of pictures will benefit from different modes. The Picture Enhancement modes don't have any effect on the printed or faxed cover sheet, only on the screen display.

To get you started, the first time you use FancyFax it will look in its current directory and build a list of any pictures it finds there.

The easiest way to add new pictures to the FancyFax list is to drag-and-drop them from File Manager onto the FancyFax window. This will bring up the Add FancyFax Picture dialog with the filename already entered. Just give a description and hit OK. The description becomes the text used in the Picture list.

You can change a picture's description with the Options menu item Change Picture Description.

You can use any Windows bitmap with FancyFax, even color bitmaps. You can also use the custom-format FancyFax pictures, which have a BDS file extension.

Help Menu

Help

Brings up the very Help information at which you are currently looking. You can also press F1 to bring up Help.

About

Information about the program, version number, etc.

Editing Keys

All the usual Windows editing keys work in the FancyFax fields:

F1 brings up this Help information.

Tab goes to the next field or button, and **Shift+Tab** goes to the previous one.

Alt+F brings up the [File Menu](#).

Alt+E brings up the [Edit Menu](#).

Alt+O brings up the [Options Menu](#).

Alt+H brings up the [Help Menu](#).

Ctrl+P prints a cover sheet using your computer's printer.

Ctrl+F faxes a cover sheet using your computer's FaxModem.

Ctrl+R resets everything to the default settings.

Alt+F4 exits the program.

Ctrl+arrow moves word by word. **Ctrl+Shift+arrow** selects word by word.

Ctrl+X or **Shift+Del** cuts the currently-selected text and sends it to the clipboard.

Ctrl+C or **Ctrl+Ins** copies the currently-selected text to the clipboard.

Ctrl+V or **Shift+Ins** pastes the current clipboard text at the current cursor position.

Ctrl+Z will undo the most recent editing action.

The **Home**, **End**, **PageUp**, **PageDown**, **Backspace** and **Del** keys act as you'd expect.

In the **Message** field, text will automatically word-wrap so it all shows. This text will also automatically word-wrap on the fax cover sheet itself. To insert a hard end-of-line, press Enter. **Ctrl+End** goes to the end of the memo, **Ctrl+Home** to the beginning.

To click a button with the keyboard, **Tab** to the button and press the space bar.

Notices

VERSION: FancyFax version 1.1

SYSTEM REQUIREMENTS: Requires Microsoft Windows 3.1 or later.

SOFTWARE LICENSE: Anyone is welcome to distribute unregistered evaluation copies of FancyFax, in its entirety as distributed with this file, subject to these conditions:

- 1) None of the files in this package may be modified or deleted.
- 2) Vendors or distributors who generally pay royalties must notify the author that they are distributing FancyFax.
- 3) Vendors or distributors must stop distributing FancyFax if asked to do so by the author or author's representative.

In addition, the attached VENDINFO data record is hereby incorporated by reference. Any distribution satisfying all the distribution requirements expressed in that data record is hereby authorized.

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DISCLAIMER: The author of this software package, Barry Smiler, has used his best efforts in producing this software and documentation. These efforts include the research, development, and testing of the software, and production of the documentation.

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BCM Graphics, P.O. Box 275, Cross, SC 29436 (803-753-2911)
Grin Graphics, Route 8 Box 129, Jacksonville, TX 75766 (903- 586-6150)

FancyFax Order Form



After Printing
Click Here To Return

Send Orders To:

Bardon Data Systems
1023 Key Route Blvd.
Albany, CA 94706
USA
(510) 526-8470
CompuServe 72340,375

From:

Name:
Address:

Phone:
Email:

Make check or money order payable to **Bardon Data Systems**.

MasterCard / Visa: Phone credit card orders to Bardon Data Systems or mail this order form:

Sign here to bill credit card for this purchase: _____

1) Print Name As It Appears On Credit Card:

2) MasterCard / Visa Number:

3) Expiration Date: ___/___

4) Check if this is: a MasterCard [] or a Visa []

Quantity

Amount Enclosed

FancyFax (3½" disk unless otherwise noted) **\$19.95**
Bonus software, free gifts, etc. **FREE**

Shipping & Handling charge **\$5.00**
(Outside North America add an additional
\$6.00 for shipping, total \$11.00)

California residents please add **\$2.06** sales tax

Total Enclosed:

Where did you obtain FancyFax 1.1?

Comments or suggestions?

(Please make cheques payable to "The Thompson Partnership", and ensure your cheque card number is written on the reverse of the cheque.)

In **GERMANY**, FancyFax is distributed by Vogel Datentechnik. A German version may be available in addition to the English version. Price is DM 59,00 which includes shipping and VAT.

Vogel Datentechnik
Edition Zensor
Masurenweg 1
D-85521 Ottobrunn
GERMANY

Voice: (+49) 089 60 83 842
Fax: (+49) 089 60 92 184

You can print this form out by using the PRINT button at the top of this screen.

NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

TOWN _____

CITY _____

COUNTRY _____ POSTAL CODE _____

TELEPHONE _____

CREDIT CARD TYPE _____ CREDIT CARD EXPIRATION DATE __ __ / __
—

CREDIT CARD NUMBER _ _ _ _ _ _ _ _ _ _

In **JAPAN**, FancyFax is distributed by P. & A. Co., Ltd. Price is 3800 Yen. Payment by credit card [MasterCard, Visa, Amex, DC], bank transfer [Ginko furikomi], postal transfer [Yubin furikae/Genkin kakitome], or COD -- call for details.

P. & A. Co., Ltd.
1-3-6-2 Kamisunacho
Tachikawa
Tokyo 190
Japan

Voice: (Jap/Eng) 0425-35-9901
Fax: 0425-35-9902
NIFTY-Serve: PAF02461

You can print this form out by using the PRINT button at the top of this screen.

NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

TOWN _____

CITY _____

COUNTRY _____ POSTAL CODE _____

TELEPHONE _____

CREDIT CARD TYPE _____ CREDIT CARD EXPIRATION DATE __ __ / __
__

CREDIT CARD NUMBER _ _ _ _ _ _ _ _ _ _

In **FRANCE**, FancyFax is distributed by WindowShare. Price is 210FF which includes shipping and VAT. Payment by cheque, Eurocheque, or bank card. WindowShare customers outside France should contact WindowShare for price information.

WindowShare SARL
46-48 route de Thionville
57140 WOIPPY
FRANCE

Vox: (+33) 87 30 85 57
Fax: (+33) 87 32 37 75
Minitel 3615 WinShare

You can print this form out by using the PRINT button at the top of this screen.

NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

TOWN _____

CITY _____

COUNTRY _____ POSTAL CODE _____

TELEPHONE _____

CREDIT CARD TYPE _____ CREDIT CARD EXPIRATION DATE __ __ / __

—

CREDIT CARD NUMBER _ _ _ _ _ _ _ _ _ _

In **AUSTRALIA**, FancyFax is distributed by Budgetware. Price is \$45 AUS which includes P&H. Payment by cheque, money order, Bankcard, MasterCard, or Visa.

Budgetware
PO Box 496
Newtown NSW 2042
AUSTRALIA

Voice: (02) 519-4233
Fax: (02) 516-4236

You can print this form out by using the PRINT button at the top of this screen.

NAME _____

COMPANY _____

ADDRESS _____

ADDRESS _____

TOWN _____

CITY _____

COUNTRY _____ POSTAL CODE _____

TELEPHONE _____

CREDIT CARD TYPE _____ CREDIT CARD EXPIRATION DATE ____ / ____

—

CREDIT CARD NUMBER _____

