

SPEEDPOST SERVICE ORDER FORM

A) CUSTOMER PARTICULARS

| | | | |
|---|-------------|--|--|
| Company's Name & Address | | Collection Address (If Different from Company's Address) | |
| Singapore () | | Singapore () | |
| Company / Business Registration No.: | | Type of Organization: SME*/ Large <i>(Delete where appropriate)</i> *Less than \$100 million of annual sales turnover OR less than 200 staff | |
| | | Industry Classification Code (Please see overleaf) : | |
| Contact Name / Dept: | | Designation: | |
| Telephone: | Fax: | Email: | |

B) SERVICES REQUIRED (Please select where appropriate)

| WORLDWIDE | ISLANDWIDE |
|--|---|
| Speedpost Express (Import & Export) <input type="checkbox"/> | Same Day Service <input type="checkbox"/> |
| Speedpost EMS <input type="checkbox"/> | 3-Hr Service <input type="checkbox"/> |
| Speedpost Customised Import (CIS) <input type="checkbox"/> | |
| Speedpost Parcel (Air & Surface) <input type="checkbox"/> | |
| Speedpost Customized Heavy Weight (CHW) <input type="checkbox"/> | |
| Speedpost Freight <input type="checkbox"/> | |

C) CONFIRMATION

- 1) We hereby certify that the above particulars are true and correct and that we are authorized/have obtained consent from all concerned for the Speedpost Services.
- 2) We have read the Terms and Conditions of Speedpost Services and agree to abide by them.
- 3) We are aware of and agree to the 30 day credit term.
- 4) We hereby authorize SingPost to act on our instructions stated in this service order form upon SingPost's receipt thereof, regardless of the mode of transmission to SingPost.
- 5) We agree upon acceptance of this service order form. This document together with the Terms & Conditions of Speedpost Services shall constitute a fully binding agreement between us and SingPost.

 Authorized Customer's Signature

 Date

 Company Stamp

FOR OFFICIAL USE

Customer Account Number: _____

SingPost Contact Person: _____

Effective Date: _____

| VOLUME TIER DISCOUNT ON MONTHLY EXPENDITURE (NOT APPLICABLE TO SAVER BOXES) | | | | | | | | | | | |
|---|----------|----------------------------|----------|---------------|----------|-----------------|----------|-----------------|----------|----------------------|----------|
| Speedpost Express (Export) | | Speedpost Express (Import) | | Speedpost EMS | | | | Freight | | Air / Surface Parcel | |
| Documents and Packages | Discount | Documents and Packages | Discount | Documents | Discount | Packages | Discount | Packages | Discount | Packages | Discount |
| \$101 - \$600 | 5% | \$91 - \$500 | 5% | \$301 - \$500 | 5% | \$301 - \$500 | 5% | \$1,000 & above | 5% | \$5,000 - \$7,999 | 5% |
| \$601 - \$800 | 10% | \$501 - \$1000 | 10% | \$501 & above | 10% | \$501 - \$800 | 10% | | | \$8,000 - \$14,999 | 8% |
| \$801 - \$1500 | 15% | \$1001 - \$1600 | 15% | | | \$801 - \$1,200 | 15% | | | \$15,000 & above | 10% |
| \$1501 - \$2000 | 20% | \$1601 - \$2100 | 20% | | | \$1,201 & above | 20% | | | | |
| \$2001 - \$3000 | 25% | \$2101 - \$3100 | 25% | | | | | | | | |
| \$3001 - \$4000 | 30% | \$3101 - \$4100 | 30% | | | | | | | | |
| \$4001 & above | 35% | \$4101 & above | 35% | | | | | | | | |

Note: Volume Tier Discount is not applicable with any other promotional or contractual discount.

INDUSTRY CLASSIFICATION CODES

| ADVERTISING & MARKETING | | LOGISTICS PARTNER | |
|---|---|---------------------------------|---|
| SV01 | Advertising & Marketing | LG01 | Logistics Partner (Local) |
| AUTOMOTIVE | | LG02 | Logistic Partner (Overseas) |
| AM01 | Automotive | OTHERS | |
| BEAUTY | | CN02 | General Construction Activities |
| AM05 | Beauty | CN03 | Structural/ Mechanical Engineering |
| Banking & Finance | | CW14 | Wood & Paper Products |
| CD01 | Investment / Holding Activities | MF02 | Chemical Products Manufacturing |
| FB01 | Banking Services | MF05 | Machinery & Equipment Manufacturing |
| FB02 | Finance Services | MF06 | Metal & Fabricated Metal Manufacturing |
| FB03 | Insurance/Re-insurance Services | MF07 | Non metallic Mineral Products Manufacturing |
| FB04 | Investment & Stock Brokering | MF08 | Precision Instruments Manufacturing |
| FB05 | Others | MF09 | Rubber & Plastic Manufacturing |
| COSMETICS | | MF10 | Tobacco Manufacturing |
| AM02 | Cosmetics | MF12 | Others Manufacturing |
| EDUCATION | | OT04 | Others |
| CS04 | Education | RT06 | Office Apparatus / Computer & Related Acc. Retail |
| ELECTRONICS | | WH03 | Chemicals & Chemical Products Wholesale |
| MF03 | Electrical & Electronic Manufacturing | WH04 | Construction Materials, Hardware / Plumbing Wholesale |
| WH05 | Electrical & Electronic Wholesale | WH08 | Wholesale/Trading |
| WH12 | Office Apparatus/Computers Wholesale | WH09 | Machinery & Equipment Wholesale |
| ENTERTAINMENT | | WH11 | Solid / Liquid / Gaseous Fuels and Related Wholesale |
| SV06 | Entertainment | PHARMACEUTICAL | |
| FASHION | | RT04 | Pharmaceutical |
| MF01 | Apparel & Personal Effects Manufacturing | WH10 | Petrol Wholesale |
| RT01 | Fashion Retail | PUBLISHERS/MAILING HOUSE | |
| WH02 | Fashion Wholesale | CV08 | Printers & Publishers |
| FAST FOOD | | CV13 | Mailing House |
| AM04 | Fast Food | PROPERTY | |
| FOOD/ LIQUOR/ ALCOHOLIC | | PR01 | Property |
| MF04 | Food/ liquor/ alcohol Manufacturing | RESTAURANT | |
| WH01 | Agricultural Produce Wholesale | AM03 | Restaurant |
| WH06 | Food/ liquor/ alcohol Wholesale | RETAIL | |
| FMCG | | RT02 | Appliances / Articles & Equipment |
| AM08 | Toiletries | RT05 | Retail Others |
| AM09 | Beverages | RT08 | E-Tailers |
| FURNITURE & FURNISHING | | SV10 | Optical Related |
| CN01 | Furniture & Furnishings (Fittings/Fixtures) | SERVICES & TRANSPORT | |
| MF14 | Furniture & Furnishings Manufacturing | AM07 | Florist |
| RT03 | Furniture & Furnishings Retail | CM11 | Transport Equipment & Acc. |
| WH07 | Furniture & Furnishings Wholesale | CU01 | Electricity / Gas / Water |
| GOVERNMENT & STATUTORY BOARD | | CV05 | IT Services |
| CG01 | Ministries | FO01 | Accounting Firms |
| CG03 | Statutory Board | FO02 | Law Firms |
| CG04 | Town Councils & CCCs | FS03 | Consultancy & Biz Activities |
| CG05 | Police Stations & NPP | SV02 | Computer Related |
| CG08 | CCs / Centres | SV09 | Other Services |
| CG09 | Education | SV12 | Events & Exhibitions Org |
| HOTEL & RESORT | | SV12 | TR01 |
| HR01 | Hotel & Resort | TR03 | Air |
| INDIVIDUALS (WALK-IN CUSTOMERS) | | TR03 | TR04 |
| IN01 | Individuals (Walk-In Customers) | TR05 | Marine |
| JEWELLERY & WATCHES | | SINGPOST INTERNAL | |
| AM06 | Jewellery & Watches | SP01 | SingPost Internal |
| NON-PROFIT/HOSPITALS | | TELECOMMUNICATIONS | |
| CS07 | Healthcare & Medical | TR02 | Telecommunications |
| FG06 | Hospitals | TRAVEL | |
| FO03 | Soc., Club & Non-Profit Org Foreign Entity / Consulate | CV11 | Travel |