

# Payment

Ambassador Pty Ltd accepts payment by most credit cards, money orders, bank cheques or Direct Deposit in Australian dollars only. We do not accept cash payment.

## **Credit cards accepted:**

Visa, MasterCard, Bankcard, American Express and Diners.

## **On-line payments:**

All payments over the Internet are securely processed by the Commonwealth Bank using state of the art industry standard Secure Socket Layer (SSL) encryption technology. Your credit card details are not stored by Ambassador at any time. Online payment is available 24 hours a day, 7 days a week. All Transactions are in Australian Dollars only.

All payments over the Internet are securely processed by the Commonwealth Bank Australia via the EWAY Payment gateway. eWAY is an authorised third party processor for all the major Australian banks. For more information please visit <http://www.eway.com.au>

## **Mail order payments:**

For people who prefer not to pay over the Internet, or do not have Internet access, you are welcome to fax or mail us your order and payment.

Please download an order form for a DVD or plaque [www.ambassador.com.au/orderform](http://www.ambassador.com.au/orderform) and send along with payment to Ambassador.

### *Mail orders to:*

Ambassador Productions,  
PO Box 384,  
Randwick, NSW 2031,  
AUSTRALIA

### *Fax orders to:*

02 9326 4199

The following payment options are available

*Credit Card:* Please enter you card details onto a completed order form and send to us. Alternatively you may order on-line (link to [www.ambassador.com.au/onlineorder](http://www.ambassador.com.au/onlineorder) page)

*Money Order or Cheque:* Please attach to an order form and mail to us. NSW 2031, AUSTRALIA (please include your name, name of university, date and time of graduation)

All returned/ dishonored cheques will incur a fee of \$30.

Full payment on all orders is required before the manufacture of any goods or services.

**On-line Delivery Policy**

After ordering on-line, you will receive an email confirmation from us containing your order details. We will normally confirm receipt of your order within a few minutes of ordering. Your product will then be manufactured customised to your specific requirements. Graduation DVDs are generally delivered within 3 weeks, and Graduation Plaques within 6 weeks. (For plaques, this assumes testamur verification has been obtained, you will be notified if you need to submit further paperwork to obtain this verification)

If you wish to query a delivery please contact us at [enquiry@ambassador.com.au](mailto:enquiry@ambassador.com.au) and include your reference number and graduation details.