



Email: retailmerchant@dbs.com

MERCHANT OPERATIONS
10 TOH GUAN ROAD
#05-07 JURONG GATEWAY
SINGAPORE 608838

MASTERCARD STATIONERY ORDER FORM

Merchant Name : _____

Outlet Address : _____

Contact Person : _____ Phone Number : _____

Email Address : _____ Request Date : _____

Section A: Collection Point

(A) For Order Quantity less than 10 pcs

Collection of Mastercard Stationery items at below address:

12 Marina Boulevard, Level 5, Marina Bay Financial Centre Tower 3, Singapore 018982

Processing time for request: **3 working days**

Preferred Collection Date: Collection Time: **Mon-Fri / 2pm - 5pm**

(B) For Order Quantity more than 10 pcs and above / Bulky item

Delivery will be made by DBS vendor.

Processing time for request: **14 working days**

**All requests are subjected to stock availability and while stock lasts.*

Section B: Mastercard Stationery Items

Pls indicate Order Quantity in the box provided

Bill Folder

NEXT COUNTER Sign

Signature Pad

Name Card Holder

DL Tent Card Holder

WELCOME / CLOSED Door Sign

Pen Stand

Decal

RESERVED Sign

Push / Pull Sticker

Total Qty

***For Order Quantity more than 10 pcs and above / Bulky item, items will be delivered by vendor**

Bulky Items

Menu Stand

IPP Forms [MOQ: 1 Pack, consist of 10 Booklets]

*****Mastercard POS Stationery designs*****

*****Bulky Item*****



Bill Folder



Signature Pad



DL Tent Card Holder



Pen Stand



Reserved Sign



Menu Stand



Next Counter Sign



Name Card Holder



Door Sign



Decal



Push/Pull Sticker

POINTS TO NOTE

- All requests are subjected to availability and while stock lasts.
- For orders below 10 pcs, processing time is 3 working days. Please indicate preferred date of collection (after 3 working days) at MBFC.
- For bulky items / orders above 10 pcs, processing time is 14 working days. DBS vendor will deliver the items directly to Outlet address.
- Completed form can be sent to DBS via email to retailmerchant@dbs.com or by post for processing. No signature required for Mastercard Stationery items.
Email subject to indicate: **POS Stationery - DD/MM/YYYY - <Merchant Name> - <Delivery Mode>**