

Ordering Procedure

- 1). Customer can place an order through phone call, email or walk in to any of our branches.
- 2). Full payment is required to place an order; an order will process upon confirmation of payment.
- 3). Payment made through online interbank fund transfer, we will require 2-3 working days to confirm the payment.
- 4). Payment made through ATM machine (cash or cheque deposit), we will require 1 working day to confirm the payment.
- 5). Payment please make payable to **"Stanfine Printing (M) Sdn Bhd"** or bank in to:-

Maybank	514048-816318
CIMB Bank	80014-95186
RHB Bank	2141-9200-036580
- 6). For other branches, Payment please make payable to :-

Johor - WE Print & Packaging Sdn Bhd	RHB Bank 2014-1900-003091
Setapak - One Two Zoom Digital Image	PBB Bank 3810-114-214
IpoH - Extra Mile Solutions	CIMB Bank 80048-86974
- 7). Kindly fax or email the bank in slip for verification during office hours:-
Monday to Friday : 9:00am to 7:00pm (Branch: 9:00am to 6:00pm)
Saturday : 9:00am to 4:00pm (Branch: 9:00am to 1:30pm)
- 8). Please provide us full information such as:- invoice number, your name and contact details.
- 9). If the bank in slip received after office hours, we will only confirm your payment on the next working day.
- 10). Goods deliver to your office or specified location can be arrange with extra charges, customer must settle all charges before delivery and we require at least 24 hours for arrangement.
- 11). Customer is advise to check the goods quantity and quality immediately upon goods received, please lodge in your complaint if there is disputes on the goods within 7 days, we will not entertain any complaint after 7 days.
- 12). We can only accept reprints on the disputed goods, however, we will not be responsible for any customer loss