

# **MINISTRY OF JUSTICE (MOJ) ONLINE ORDERING**

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### LOGIN PAGE

To place your orders <b>ONLINE</b> click on the below link. https://moj.baseline.co.nz/Orders/Products.aspx	BOOKMARK ME	
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Sign in		

## ORDER PAGE

Click required category 'Forms' or 'Publications'. To see a list of publications by language click the '+' next to the title 'Publications'

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			Search	All Categories
FORMS (23)				
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## PRODUCT SELECT PAGE (FORMS AND PUBLICATIONS)

All Forms and Publications will default to 1 in the quantity box.

Simply override with the quantity required for each product if you require more than (pack size displayed below the product title)

Click 'Add' to add to the cart



FORMS						FORMS	_ 0
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FORMS (23)		III List View	III Gallery View			s	Showing 1 to 20 of 2
PUBLICATIONS (21)	+		FORM 01 - Application for ( Pack of 25	Criminal Legal Aid (NEW FORM	) \$0.00 (ex GST)	1	I ADD
			FORM 02 - Criminal Legal A Pack of 25	id Amendment to Grant	<b>\$0.00</b> (ex GST)	1	🛒 ADD





# <u>CART</u>

Click the shopping trolley to view your cart

			Q040010	2 +	
	×	Binger Bing Binger Binger Bing Bing Bing Bing Bing Bing Bing Bing	PUBLICATION A - Duty Lawyers Helping You At Court For English Pack of 25	x 1 <b>\$0.00</b>	
ati	X	The second secon	FORM 01 - Application for Criminal Legal Aid (NEW FORM) Pack of 25	× 1 <b>\$0.00</b>	
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# ORDER DETAILS

Check your order details.

ORDER DETAILS		2040010	2	+
FORM 01 - Application for Criminal Legal Aid (NEW FORM)		~	× 1 <b>\$0.00</b>	
Pack of 25	0.2kg	efault Contact lease select from list or ew Zealand .	'+' to add new a	address
PUBLICATION A - Duty Lawyers Helping You At Court For Free		~	× 1 <b>\$9.78</b>	
English - Pack of 25	0.2kg	efault Contact lease select from list or lew Zealand .	'+' to add new a	address



#### FREIGHT

Select your delivery address from the dropdown list Select your delivery contact from the dropdown list To add a new delivery address click the '+' symbol to the right of the delivery address field. Select 'delivery method' from dropdown list i.e. North Island or South Island

Freight		None	Multiple	Single
DELIVERY ADDRESS Please select from list or '+' to add new address, ., .				
Default Contact	•			

## **COMPLETE ORDER**

Click 'complete order' to finish. Freight and Handling appears - this is payable by Head Office.

Summary for Q040010					
CUSTOMER MINJU001 - Ministry of Justice	CONTAC Defa	ault Contact	QUOTE PDF Estimate -Customer	<u>2 Items Selected</u>	
ACCOUNT MANAGER	PAYMEN 20th	NT TERMS		Retail	\$0.00
NOTES				Freight & Handling	\$15.45
PO REFERENCE	QUOTE	18/21		GST	\$2.32
0	i In Pr	rocess			\$17.77
Accent Later		In accepting this	quote, I am approving the job to be printed and have r	ead Complete	Order 🔰
			and accept the <u>terms and conditions</u> of s	ale.	



#### **COMPLETE ORDER**

Your order is complete and now with the supplier.



Note: to process a new order, simply back to your **bookmark URL** and reorder.