CELEMI
THE POWER OF LEARNING

ORDER REQUEST FORM | INSTRUCTIONS

Please use the attached Order Request Form when placing orders for Celemi products, materials and services. Complete the relevant sections, save the PDF and send it to your regional order desk.

01 Ordering organization

Enter your CSP or company name, the person requesting the order, and their contact details.

02 Products requested

Select each product or simulation, language and available format (Digital or Physical). Enter the number of participants and teams, and tick the required material types: Participant Material, Facilitation Material and/or Demo Material. The form supports up to four order lines; attach a separate schedule for additional products.

03 Session and delivery requirements

Provide the end client (if applicable), session date, facilitator name and email, requested delivery date, and delivery contact name and email. Allow sufficient time for processing and delivery.

04 Shipping information

For physical deliveries, enter the recipient, phone number, full shipping address and any customs or importer ID required.

05 Billing and purchase order

Select the option to use billing details already registered with Celemi if nothing has changed. Otherwise, enter the updated billing information. Include a purchase order number, invoice reference or cost center where applicable.

06 Other instructions

Add any special delivery, licensing or invoicing requirements. Attach a separate schedule if more space is needed.

SEND YOUR COMPLETED FORM

EMEA	orderdesk.emea@celemi.com
APAC	orderdesk.apac@celemi.com
Americas	orderdesk.us@celemi.com

Important: Page 3 of the form lists product availability by format; availability is subject to confirmation. Submitting the form is an order request, not an order confirmation. Celemi will review the request and confirm it in writing. Do not include payment card information.

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