



Caring for seafarers  
around the world

# Port Hedland Peace Memorial Seafarers Centre Inc.



## **Guidelines for ordering from the Port Hedland Seafarers Centre Catalogues**

1. Seafarers on board the vessel creates a combined order sheet using the codes against the stock and the quantity they wish to purchase from the catalogues on the website.

*For example: TL001 – 4 Pcs x 4 (4\$ x 4 – 16\$); TL098 – 1 Pc. (13\$)*

2. Ship master to email their order to local agents. Agents to email order form to: [admin@phseafarers.org](mailto:admin@phseafarers.org)
3. PHSC will confirm the stock on hand and the order cost with the agent and get a confirmation on the order.
4. PHSC will process the order, after confirmation has been received.
5. PHSC will email an invoice to the vessel's agent.
6. PHSC will deliver the order to the vessel after berthing. Delivery will be via service launch from sea side via gangway or by heaving line. Times of delivery will be confirmed via agent one day prior to goods transfer.
7. Master makes payment to agent prior departure.
8. Agents deposits the amount to the Seafarers Centre.
9. Minimum order – \$50 AUD
10. Prices quoted in the brochure are in AUD and subject to minor fluctuation based on retailer.

### NOTE:

- Payments will be accepted in AUD or USD. This will be both presented on invoice.
- All items in the Grocery and Toiletries catalogues are at the regular retail prices of the two major supermarkets in Port Hedland.
- All *Pharmacy 777* item purchased via their website can be delivered through the PHSC with prior notification. Payments to for these products are directly via *Pharmacy 777* website. On the final payment page - choose delivery to Port Hedland Seafarer Centre. Add the ship's name when placing order
- Orders must be received at least 4 working days in advance (preferably 7 days).
- PHSC will lodge ABF form 43 for deliveries.

Some went out on the sea in ships;  
they were merchants on the mighty waters  
They saw the works of the LORD,  
his wonderful deeds in the deep.  
Pslam 107:23-24