

## BESPOKE CARD ORDER FORM

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<b>Invoice Address</b>	<b>Delivery Address</b>
Mr/Mrs/Miss/Ms:	Mr/Mrs/Miss/Ms:
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<b>Registered Charity Number:</b>	
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Postcode:	Postcode:
Tel:	Tel:
Fax:	Fax:
Email:	Email:
Customers Purchase Order:	
<b>Delivery Date:</b>	<b>Latest Delivery Date:</b>

Please be assured that a full colour layout with approval sheet will be sent to you for your approval – no work will commence until we receive your completed signed approval sheet for each design that you order. Prices are per pack of cards and include all proofing, printing, packing, white envelopes and delivery to one address in mainland UK.

*(Please note prices are trade and do not include VAT).*

Office Use Only Column Card Code given	Imp Design No.	Title of Design in Brochure (If you wish to change this to your own title please add this in brackets)	Size Code (e.g. S)	Pack Qty (e.g. 5's or 10's)	Extra techniques required Foil (gold / silver), Die Cut or Emboss	Total Packs per design (min 300 x 10 or 600 x 5)	Cost Price Quoted (See table at the back of the brochure)	Retail Price for Backing Slips (Your selling price or N/A if you do not wish a price to be printed)	Greeting Required if Different to:  With Best Wishes for Christmas and the New Year
Signature:		Position:		Date: __/__/2008		Total Cost Ex VAT: £			

**Please note that all deliverable quantities are subject to an industry standard + or – 10%**  
 If you need any help or further information please contact Customer Services on 01227 811611.  
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<b>OFFICE USE ONLY</b>
Date Rec:
Order No.: <b>K00/</b>
Date Proofs Sent: