

2012 CHRISTMAS CARD ORDER FORM



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Invoice Address	Delivery Address
Mr/Mrs/Miss/Ms:	Mr/Mrs/Miss/Ms:
Charity/Company:	Charity/Company:
Registered Charity Number:	
Address:	Address: <i>(If different to Invoice Address)</i>
Postcode:	Postcode:
Tel:	Tel:
Fax:	
Email:	
Your Purchase Order Ref:	
Please supply a delivery date (mandatory field): ___/___/2012	Please supply a latest delivery date (mandatory field): ___/___/2012
Select preferred proof method: Post to invoice address <input type="radio"/> Post to different address <input type="radio"/> By email to above address <input type="radio"/>	

Please be assured that a full colour layout with approval sheet will be sent to you for your approval to the address you have specified above. 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, backing slips, packing, white envelopes and delivery to one address in mainland UK. **Please note prices are trade and do not include VAT. *Full terms & conditions overleaf.**

Office Use Only Column	Imp Design No.	Title of Design	Size Code (e.g. S) Refer to back of brochure	Pack Qty (e.g. 5's or 10's)	Extra Techniques required (excluding short run qty's) Foil (gold / silver), Flitter, Die Cut, Emboss or N/A	Total Packs per Design	Cost Price Quoted per pk (See table at the back of the brochure)	Retail Price required for Backing Slips or N/A for no price printed	Greeting Required if Different to: With Best Wishes for Christmas and the New Year
Signature:		Position:		Date: ___/___/2012		Total Cost Ex VAT: £			

Please note that by returning this order form, you accept that the final delivered quantity may be + or - 10%, which is fully chargeable at the original price. Payment terms are 30 days from receipt of goods and any delivery discrepancies are to be reported within 14 days of delivery. Turn page over or see our website for a full list of company Terms and Conditions.

OFFICE USE ONLY	
Date Order Rec:	
Order Number:	P00/
Date Proofs Sent:	

Design Layout

Please be very careful when designing the layout of your cards below. Should you decide that you are not happy and that changes are needed when you receive your layout proof, additional origination charges may apply. This does not apply to any errors caused by the Impress design studio.

Page 1 & 4

Page 4 below is the back page – normally has the image name & credit along with your business or charity details – this page can be full colour. Add the details you require in this box including logo position if required.

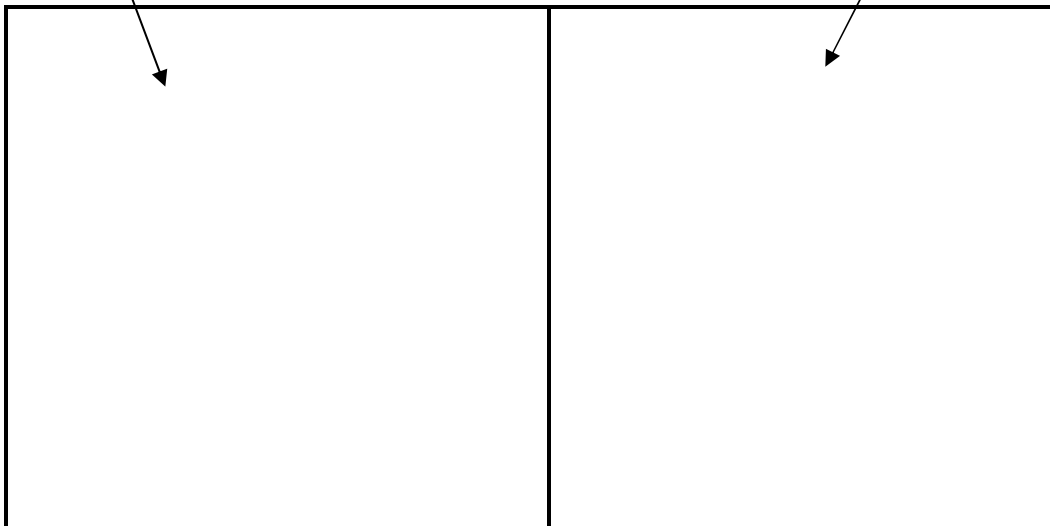
Page 1 below is the front page – This page will have your image added. If you supply your own it will be **EXACTLY** as you supply it – Don't forget to include **ALL** the images you want used on your cards. Supply these in CMYK colour as TIFF or JPEG's on a CD – If you wish to email them, call us first.



Page 2 & 3

Page 2 below is the inside left page – This page can have your business or charity details printed in **BLACK** only. Add the details you require in this box including position.

Page 3 below is the inside right page – This page normally has the card greeting printed in **BLACK** only. Add the details you require in this box including position of the greeting.



Terms and Conditions of Supply of Bespoke Printed Goods 2012.

1. No variation to these Terms and Conditions shall be binding unless agreed in writing between Impress Publishing Limited (IPL) and the customer.
2. All prices quoted are subject to VAT.
3. Payment terms are 30 days from the invoice date.
4. If an order is cancelled, Impress Publishing reserves the right to charge for all studio and print costs incurred.
5. It is the responsibility of the customer to ensure that the layout proofs supplied by Impress Publishing are correct prior to printing.
6. Colour layout proofing is intended to be as accurate as possible to the finished product however due to the nature of CMYK printing, variation can occur.
7. Please allow approximately 4–6 weeks from receipt of the signed final proofs for delivery. Any delivery dates not specified on the order form (i.e. ASAP) will follow this timescale.
8. Deliverable quantities are subject to an industry standard + or – 10%, which is fully chargeable and will be added to your invoice.
9. All discrepancies or damaged goods must be reported within 14 days of receiving the order.
10. Delivery dates requested will normally be complied with but it is accepted to be an approximate delivery date only.
11. Delivery charges, if applicable are to one UK mainland address only.
12. These terms and conditions shall be governed by the laws of England and Wales, except where the customer's place of business is in Scotland, in which case they will be governed by Scottish law.