

# ORDER FORM

WE EXPECT TO HAVE A **PROOF READY BY**

date

WHAT AND WHEN DO YOU NEED YOUR PRINT FOR?

event

date

## STORE ADDRESS

name/address

postcode tel fax email

## CAN WE KEEP IN TOUCH?

We'd like to keep you up to date with our offers and promotions. Can we contact you by...

EMAIL  Y  N POST  Y  N  
TEL  Y  N FAX  Y  N

## ORDER ADDRESS

legal name

accounts contact name

address

postcode

## CONTACT DETAILS

customer code

order contact name

tel

fax

mobile

email

## DELIVERY ADDRESS

tick box if as order address

business name

contact name

address

postcode

## PRINTING DETAILS

product	title	quantity	turnaround	working days from approval of artwork
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## PRINTING PRICE

£ :  
£ :  
£ :  
£ :  
£ :

## ARTWORK DETAILS – please attach your completed written brief

artwork package type £ additional artwork – no. of hrs @ £ per hour

## ARTWORK PRICE

£ :

## SCANNING DETAILS – please attach sharp copies of any logos and photographs

no. of free scans included with artwork package (up to A4 size) no. of additional scans @ £ each

## SCANNING PRICE

£ :

## PROOFING OPTIONS (e.g. laser, wet proof, soft proof etc.)

proofing options discussed  post to me  fax to me  email to me  call me to view proof type no. of proofs @ £ each

## PROOFING PRICE

£ :

AUTHOR'S CHANGES & ADDITIONS AFTER INITIAL PROOF WILL BE CHARGED AT £ PER HOUR

## ARTWORK SUPPLIED ON DISK DETAILS

## FILE CHECK PRICE

£ :

## OPTIONAL EXTRA DETAILS

description quantity  
description quantity

## EXTRAS PRICE

£ :  
£ :

## FOR INTERNAL USE ONLY

fit for purpose/reorder review issues

## DELIVERY DETAILS

deliver direct from production

## DELIVERY PRICE

£ :

## PROFILING DETAILS

how did you hear about us?

no. of employees

type of business

## PAYMENT METHOD

cash  cheque



credit/debit card please debit my account £ : card type

card number

expiry date

issue no.

## DEPOSIT PAID

£ :

## SUB TOTAL

£ :

## BALANCE DUE\*

£ :

## YOUR SIGNATURE

X

## PRINT NAME

## YOUR POSITION

## DATE

## FINAL TOTAL

£ :

\*payable on approval of artwork OR within approved account terms