

CORPORATE AND PERSONALISED CHRISTMAS CARDS ORDER FORM

Section A - Customer Details

| | |
|-------------------|------------------|
| Account No / Rep: | PO No: |
| Contact Name: | Tel: |
| Company Name: | Email: |
| Delivery Address: | Invoice Address: |
| Required Date: | |

Section B - Card selection

| IMAGE NAME | PRODUCT CODE | QUANTITY | PRICE |
|--|--------------|----------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Charity Donation All prices include 10p per card | | | Sub Total |
| | | | +VAT |
| | | | TOTAL |

Section C - Choose your greeting or add your own below

Standard greetings - (options 1-9) **PLEASE INDICATE YOUR CHOSEN OPTION NUMBER**

| | | | | |
|---|---|--|---|---|
| 1 <i>Merry Christmas and a Happy New Year</i> | 2 <i>Wishing You a Very Happy Christmas and a Prosperous New Year</i> | 3 <i>Merry Christmas</i> | 4 <i>With Season's Greetings and Good Wishes for a Happy New Year</i> | 5 <i>Best Wishes for Christmas & the New Year</i> |
| 6 <i>With Sincere Thanks For Your Valued Business and Continued Support</i> | 7 <i>Wishing You a Very Merry Christmas & a Happy New Year</i> | 8 <i>Merry Christmas and a Happy New Year from all at...</i> | 9 <i>Season's Greetings from</i> | |

Your own greeting - (Enter a maximum of 20 words below)

Section D - Choose your font

PLEASE INDICATE YOUR CHOSEN OPTION NUMBER

| | | | |
|-----------------------------|------------------------------|-------------------------------|----------------------------|
| 1. Traditional Style | 2. Contemporary Style | 3. <i>Script Style</i> | 4. <i>Fun Style</i> |
|-----------------------------|------------------------------|-------------------------------|----------------------------|

Section E - Optional elements (Inside of cards)

| | Tick below/Fill in below: | | |
|---------------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Company Name | | | |
| Company Address | | | |
| Inside Print Position | LEFT <input type="checkbox"/> | CENTRE <input type="checkbox"/> | RIGHT <input type="checkbox"/> |
| Scanned Signature | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Print Colour Provide Details below | BLACK <input type="checkbox"/> | 4CP <input type="checkbox"/> | Special Instructions |

ARTWORK AND DATABASE REQUIREMENTS

“Your Company Name On The Front” (Pages 4-13) - Please indicate clearly the company name to be used on the front of the cards.

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“Your Logo On The Front” (Page 14-15) Please send in artwork to our specification. *

“Personalised Images” (Page 28) Please send in correct EXCEL spreadsheet of names to be used.

“Your Own Design” (Page 27) Send print ready artwork to our specification.

“Your Own Photograph” (Bespoke) Send in a high resolution file. Optional seasonal frames available.

| | |
|----------------|--------------|
| Signed: | Date: |
|----------------|--------------|

* ARTWORK SPECIFICATION

Artwork sent via email, CD, DVD or USB Stick must be to our specifications. To ensure printing to a high standard, our preferred logo and signature format is Adobe Illustrator EPS. Alternatively, high resolution .tiff or .jpeg files are also acceptable. All pantone matches are out of four colour process.

CHARITY LOGO

Together For Short Lives logo will be printed on the back of each card.

MINIMUM ORDER 50 CARDS

A shortage or surplus of goods delivered, of up to 10% against any order, will be charged pro rata.

MIXING CARD DESIGNS - PAGES 16-26 ONLY

Card designs can be costed at a grouped rate. A maximum of three designs can be grouped with a minimum of 50 units per design, only if same artwork (ie all portrait or all landscape).

ENVELOPES

Loose white envelopes included. Cards can be inserted at an additional cost.

CARRIAGE

Included to one UK mainland destination when made in one consignment. Orders placed must have a delivery address, otherwise they will be put on hold and not processed.

LEAD TIME:

5 day despatch from approval of proof

Orders for 5000+ and Personalised Images may take longer

If addressing and inserting required, add 2 days.