

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:

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>
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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"/>	
Special Instructions			

ARTWORK AND DATABASE REQUIREMENTS

“Your Company Name On The Front” (Pages 4-11) - Please indicate clearly the company name to be used on the front of the cards.

“Personalised Images” (Pages 26-27) Please send in correct EXCEL spreadsheet of names to be used.

“Your Own Photograph” (Pages 28-29) Send in a high resolution file for inclusion in one of our seasonal frames.

Signed:	Date:
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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

Children’s Hospice UK logo will be printed on back of 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 12-25 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, easy-seal envelopes. 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.