CLEARANCE CARDS ORDER FORM

| Contact: | |
|----------------------------------|---|
| Email: | (For your convenience proofs will be emailed whenever possible) |
| Charity Name: | Registered Charity No. |
| Tel: | Your Reference / order number: |
| Invoice Address: | |
| | |
| | |
| Delivery Address (if different): | |
| | |
| | |

Authorised Signatory

| Card Reference | Card Title | Packs Required Min. 25 | Cost Price + vat | Retail Price or put n/a | Inside |
|-------------------|---------------|------------------------------|------------------------|-------------------------------|--------|
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| Card Sizes | Price | | |
|--------------|-------|--|--|
| Small Square | £1.50 | | |
| Rectangle | £1.60 | | |
| Large Square | £1.70 | | |

Prices shown are per pack of 10 cards and include printing your details and choice of greeting inside and packing with envelopes and a backing slip.

Prices exclude VAT

| Α | With Best Wishes |
|---|------------------|
| | for Christmas |
| | and the New Year |

B Wishing you
A Very Merry Christmas
and a
Happy New Year

Season's Greetings



Kingsmead Cards



Supply Terms

- On receipt of your order we will send you
 a fully priced order confirmation. Proofs of
 the inside of the cards and backing slips will
 then follow. Please ensure you check proofs
 carefully because we cannot be responsible
 for mistakes that you do not spot at the
 proofing stage.
- For registered Charities, we will submit an invoice upon delivery of the cards. This is due for payment within 30 days.
- Quantity of cards delivered may vary by ±10%. You will be invoiced for the exact quantity delivered.
- VAT will be added to your invoice at the current rate of 20%
- VAT Registration No. 112 6028 60



DESIGN LAYOUT

On receipt of your order, we will design your cards as required. Normally, if you have ordered multiple cards, we will design one first and send you a proof to make sure you are entirely happy before we use this as a template for the other cards. All designs will be proofed and require approval before production can begin. THERE ARE NO CHARGES FOR CORRECTIONS YOU WISH TO MAKE TO ANY PROOFS.

You can either use the form below, or if easier email us (artwork@kingsmead.com) with your information, or even just send us a copy of a previous card you have had and we will match it.

When emailing your logo, please send a jpeg or tiff file at least 300dpi. Word files seldom print well.



The above is a standard design for the inside of the cards. It would typically include your logo in black and white and could also include your website, contact details or a short mission statement.

Please show how you wish your information on the inside left page to appear in the box.

The greeting chosen on the order form will be printed on the right hand page. Please tick a box below to indicate which typeface you would like. Alternatively, specify own typeface here -

With Best Wishes for Christmas and the New Year With Best Wishes for Christmas and the New Year

With Best Wishes for Christmas and the New Year With Best Wishes for Christmas and the New Year With Best Wishes for Christmas and the New Year

Galliard Italic

Times Roman

Calibri

Cataneo

Seagull

Notes to designer