2015/16 ACADEMIC ORDER FORM

Please complete in capital letters

INVOICE TO:

Name:
School:
Address

Town:
Postcode:
Email:
Telephone:
Fax:

DELIVER TO:

If different from invoice address

Address:

Town:

Delivery contact:

YOUR P.O. NO:

Delivery Date requested:

ORDER FORM 2015/16 ACADEMIC ORDER FORM

QUANTITY	ITEM NO.	DESCRIPTION	ITEM COLOUR	BLOCKING	PRICE EACH*	AMOUNT
example: 3	U60/04	MATRA A5 DAILY	034 GREEN	SILVER FOIL	£7.35	£22.05
					Sub Total	
					Delivery Charge	
					VAT 20%	
					Total	

PLEASE NOTE
Carriage will be charged additionally on orders less than £35.00 total value

Orders placed after 30th May could be subject to stock availability

APPLICATION FOR CREDIT ACCOUNT

I, being an authorised person, do agree that payment of all accounts will be made within your stated credit terms and agree that adherence to this obligation is the essence of the contract between us.
I understand that you may authorise a search through credit reference agencies, which will keep a record of that search.
I authorise our bankers to provide an opinion as to our suitability for the requested amount.
I hereby confirm that the information supplied is a true and accurate record of the above company.

Signed _____ Date

Full Name _____ Position _____

Alternatively if you would like to pay by credit card please call our sales team on 0208 339 0184

Names or Initials must be supplied in a digital format (Word document) indicating which name to be allocated to which diary and if applicable. Blocking charge based upon standard size die max 25cm sq. Print ready artwork to be supplied. Positional proofs will be submitted for approval prior to production.

Please note all prices exclude VAT

Extra Charges - All prices are based on camera-ready artwork.
Delivery to your specified address will be charged additionally on orders less than £35.00.
Cancelled orders may be subject to a cancellation fee.
Up to a maximum 3% allowance must be made for overs and unders.
An allowance for spoilage on blocking and special matter information is required.
PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Please allow from receipt of complete order information:
A maximum of 2 weeks for logo embossing and / or personalisation and 4 weeks for logo embossing and printed information pages.

PER ANNUM LTD
14 Ennismore Gardens, Thames Ditton, Surrey, KT7 0YS
ORDER HELPLINE: 0208 339 0184 **FAX:** 0208 339 0922 **EMAIL:** Sales@perannum.co.uk