

CALENDAR ORDER FORM

Please fill in this form and send it to our address along with your artwork/digital images or scan and fax or email

YOUR CONTACT DETAILS

Contact Name

Position:

Contact Telephone Number:

Email Address (This is the email address that we will send your pdf proof for your approval)

DETAILS TO APPEAR ON THE FRONT OF YOUR CALENDAR

SCHOOL NAME:

SCHOOL ADDRESS:

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POSTCODE:

TELEPHONE NUMBER (if required):

SCHOOL EMAIL ADDRESS:

PRICES FOR A4 CALENDARS (210x297mm)

50	100	150	200	250	300	400	500
£208.00	£318.00	£462.00	£580.00	£720.00	£855.00	£1120.00	£1295.00
£4.16ea	£3.18ea	£3.08ea	£2.90ea	£2.88ea	£2.85ea	£2.80ea	£2.59ea

All the figures in red are per calendar (minimum order of 50 calendars)

PRICES FOR A3 CALENDARS (297x420mm)

50	100	150	200	250	300	400	500
£343.50	£582.00	£760.50	£978.00	£1145.00	£1287.00	£1584.00	£1860.00
£6.87	£5.82ea	£5.07ea	£4.89ea	£4.58ea	£4.29ea	£3.96ea	£3.72ea

All the figures in red are per calendar (minimum order of 50 calendars)

PLEASE NOTE: All prices include vat and delivery to one UK address (if you require delivery outside of the UK please call for delivery cost) We have a minimum order of 50 calendars.

VAT: Vat is payable on all calendars, registered charities have to pay vat.

1 Quantity Required

2 Size Required A4 (210 x 297mm) A3 (297 x 420mm)
(Please Note Design G-A3 & H-A3 are available as A3 size only)

3 Annual Calendar Academic Calendar
(Annual Calendar Runs From January to December) (Academic Calendar Runs From September to August)
 Your Calendar Can Start From Any Month
 Please Fill In The Start And Finish Months
 START: FINISH:

4 Please Circle the Design That You Would Like To Use For Your Calendars

Portrait Calendars - **A B C D E F J K L M**
N P R T U V

Landscape Calendars- **LA LB LC**

Available as A3 Calendars Only - **G-A3 H-A3 S-A3**

5 School Logo Supplied Yes No N/A

6 Number Of Flat Artwork Supplied

Notes for supplying artwork: We can scan collages, paintings etc, the maximum size that we can scan is A3 (297x420mm), please avoid using metallic paint/paper/material. Metallic colours do not reproduce very well.

7 Number Of Digital Files Supplied

Notes for supplying digital files: You can supply digital files on CD/DVD/USB Memory Stick alternatively you can email your files to sales@calendarsforschools.co.uk. Please ensure your files are of good quality. You can supply the following types of files, JPEG, TIFF, PDF, EPS files. Please ensure that your files are named for the month that you would like it to appear for example 01jan, 02feb, 03mar, 04apr and so on.

8 Personalised dates *If you require dates adding to your calendar please write them here, if needed please use a separate piece of paper, alternatively you can email your dates to us, or send us a microsoft word or excel file.*

Date	Event
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9 Please Invoice School Yes No School PO/Ref Number

TERMS: Balance on invoice will have to be paid within 30 days from the date on invoice

10 Cheque is enclosed for the full amount Yes No
Please make cheques payable to buzprint

11 We have Paid online by Paypal Yes No
Please make all payments to sales@buzprint.co.uk

12 Delivery Address For Calendars

DELIVERY INFORMATION: Your calendars will be delivered to your school address, we find this is the most suitable arrangement as your calendars will require a signature on delivery. All our deliveries are by FedEx for delivery before 4pm, if you require an earlier delivery time or Saturday delivery please contact us for a price. All our prices include delivery to x1 UK Mainland Address: If you require delivery to offshore address please contact us for a price.

If you would like your calendars delivered to an alternative address please fill in the following section.

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Please fill in this form and send to our address below

Buzprint
 Aaland, Heath Road, Thurston,
 Bury St Edmunds, Suffolk IP31 3PJ

Total Order Value

£