Tel: 01285 659797 **E-Mail: sales@letterpress.co.uk** **Fax: 01285 643143**

Social stationery order form to The Letter Press

Agent's name and address: _____

_____

_____

_____

Order ref. [ ] Date [ ]

Service required: Normal ☐ Express ☐

Proof required: Yes ☐ No ☐

Type of proof: Machine ☐ Layout ☐

Proofs to: Shop only ☐ Customer & Shop ☐

Fax no: _____

Email address: _____

Customer name: Mr/Mrs/Ms/Miss/ /_____

Delivery address: _____

_____

_____

_____

(Deliveries are made on Monday-Friday 9am-5pm and a signature will be required)

Contact tel: _____

(Must be supplied for delivery to c/m)

Proof delivery address: As above ☐ Fax ☐ Email ☐ As below ☐

_____

_____

Order for:
Please use a separate page for each item ordered.

Design no.	Quantity

Orientation: Portrait ☐ Landscape ☐

Punctuation and layout: Exactly as written ☐ Standard Letterpress style ☐

Wording: *Please write clearly below or attach another sheet*

If any element is **not exactly** as the Design illustrated in the album, or if **any extras** are being added, this variation and/or extras must be indicated below:

Variation / Extra	Description	£ item price
Basic price		
Board		
Board weight	Normal ☐ Heavy ☐	
Size		
Single / Fly		
Typeface		
Print style	Flat ☐ Raised ☐	
Ink colour		
Raised metallic ink		
2nd ink colour		
Ribbon colour		
Drilling		
Plate sinking		
2-sided printing		
Gilt edging	Gold ☐ Silver ☐ Blue ☐ Red ☐	
Round corners		
Motif		
Customer artwork		
Blind embossing		
Envelope overprinting		
Envelope lining		
Other		
Other additions		
Proof		
Express service		
	TOTAL PRICE	**£**

I have read and checked the above and approve it for proofing/printing

(Please sign) _____

Special instructions: