

CATFORD PRINT CENTRE

P.O. Box 563, Catford, London, SE6 4PY

Tel: 020 8695 0101 Fax: 020 8695 0566

E.mail: sales@catfordprint.co.uk

ORDER FORM

This order form should be used where possible when making an order by post.
If you prefer to give your instructions in a separate letter instead please feel free to do so.

CONTACT DETAILS

Your Name
Company or Organisation Name.....
Day Time Land Line Phone Number
Mobile Number E.mail

PAYMENT METHOD

30 days credit (Account Holders Only) Your A/C No.
Cheque Enclosed Payment on Collection from our factory
Credit Card Card No.
Expiry 3 Digit Security Code Issue No. (Switch Cards etc.)
Name to whom the card is registered
Address (unless the same as the delivery address)
.....Post Code
Your signature authorising us to debit your card.....
Please also print your name

DELIVERY METHOD

I will collect from your factory when the job is ready
Please deliver to me at: (we normally use Parcel Force to make our deliveries)

I would like to order a BOOKLET

No. of copies required Finished Size (*when folded*) A6 A5 A4

No. of pages (inc. blanks) Page Nos. of blanks

Booklet Style : Zebra* • Super Economy* • Economy Gloss* • Economy* • Super Gloss* •
Bespoke • Duo Colour* • Offset Colour • Digital Colour •

Cover Details : Colour of Cover*
Any upgrades to the weight of the Cover?
What colour ink for the outside of the Cover? Black • Full Colour •
Other
What colour ink for the inside of the Cover? Black • Full Colour •
Other

Inner Page Details : 80gsm white bond • 80gsm white recycled bond • 100gsm white bond •
130gsm gloss art • Other
What colour ink for the inner pages? Black • Full Colour •
Other
Single sided pull out order form Yes/No?
Photograph Screening Yes/No? (*Please give brief instructions below*)
Artwork or Typesetting Yes/No? (*Please give brief instructions below*)

SPECIAL INSTRUCTIONS TO THE PRINTER

I would like to order a LEAFLET

(Printed using Offset Litho)

No. of copies required

Finished Size (*before any folding*) A6 DL A5 A4 A3 Other

Single or Double Sided

Machine Folded : No • In Half • In Thirds • In Quarters • Other

Creased? If yes please state requirements

Paper Stock : (Please circle your requirement)

- White Bond Paper** : • 80gsm • 100gsm • 160gsm • 250gsm • 80gsm recycled •
- White Gloss Art Paper** : • 130gsm • 170gsm • 250gsm • 300gsm • 350gsm •
- White Art Board** : • 180gsm • 260gsm (340mic) • (*These are coated 1-side only*)
- Conqueror Wove Paper** : • 100gsm Diamond White • 100gsm Oyster •
- Coloured Bond Paper** : • 80gsm • 100gsm • 160gsm • (*Please circle colour required*)
 - Rose • Vanilla • Pumpkin Orange • Coral Red •
 - Emerald Green • Spring Green • Polar Green •
 - Kingfisher Blue • Sky Blue • Amethyst Lilac •
 - Sulphur Yellow • Golden Yellow • Buttercup Yellow •
 - Iron Grey • Salmon • Sand Brown •

Colour of Ink (Side 1) : (Please circle your requirement)

- Black • Full Colour • Single Colour (Pantone numbers in brackets) • Red(185) • Red(485) •
- Blue(300) • Brown(464) • Green(354) • Orange(021) • Maroon(200) • Violet • Purple •
- Cyan • Reflex Blue • Warm Red • Magenta • Other

Colour of Ink (Side 2) : (Please circle your requirement)

- Black • Full Colour • Single Colour (Pantone numbers in brackets) • Red(185) • Red(485) •
- Blue(300) • Brown(464) • Green(354) • Orange(021) • Maroon(200) • Violet • Purple •
- Cyan • Reflex Blue • Warm Red • Magenta • Other

SPECIAL INSTRUCTIONS TO THE PRINTER

I would like to order a LEAFLET

(Printed using Digital Colour)

No. of copies required

Finished Size (*before any folding*) A6 DL A5 A4 A3 Other

Single or Double Sided

Machine Folded : No • In Half • In Thirds • In Quarters • Other

Creased? If yes please state requirements

Paper Stock : (Please circle your requirement)

White Colourtech Paper : • 100gsm • 160gsm • 220gsm • 300gsm •

White Colourtech Gloss Paper : • 140gsm • 250gsm •

White Art Board : • 260gsm (340mic) • (*This is coated 1-side only*)

Colour of Ink (Side 1) : (Please circle your requirement)

• Black • Full Colour •

Colour of Ink (Side 2) : (Please circle your requirement)

• Black • Full Colour •

SPECIAL INSTRUCTIONS TO THE PRINTER

I would like to place an order but the order forms overleaf don't seem appropriate to my requirements.

This is what I need

NOTE: You do not have to complete this page unless you want to. If you need guidance please phone to discuss.

PRICE CALCULATION - Booklet

Basic cost of booklet	£_____.
Pull Out Order Form	£_____.
Cover Upgrade	£_____.
Inner Pages Upgrade	£_____.
Photograph Screening	£_____.
Typesetting etc.	£_____.
Colour Ink	£_____.
2 Colour Work	£_____.
Other	£_____.
Sub Total	£_____.
** Less 5% for payment with order	£_____.
TOTAL CHARGE FOR PRINTING	£_____.
Delivery Charge (if any)	£_____.
Plus VAT if appropriate	£_____.
<u>TOTAL</u>	£_____.

PRICE CALCULATION - Leaflet

Basic cost of leaflet	£_____.
Folding/Creasing	£_____.
Photograph Screening	£_____.
Typesetting etc.	£_____.
Colour Ink	£_____.
2 Colour Work	£_____.
Other	£_____.
Sub Total	£_____.
** Less 5% for payment with order	£_____.
TOTAL CHARGE FOR PRINTING	£_____.
Delivery Charge (if any)	£_____.
Plus VAT if appropriate	£_____.
<u>TOTAL</u>	£_____.