

Reference Number

MISCELLANEOUS ORDER FORM



STEP 1. ORDER ADDRESS

Contact Name

Telephone

Address

Post code

STEP 2. DETAILED INFORMATION / INSTRUCTIONS

STEP 3. ITEM TYPE

BAGS AND WALLETS

- Small Bag (Red/Black)
- Medium Bag (Red/Black)
- Denim Bag
- Classic Brown Bag
- Canvas Coin Wallet
- Canvas Purse
- Men's Leather Look Wallet
- Ladies Leather Look Purse
- Denim Purse

KEYRINGS AND MAGNETS

- Square Fridge Magnet
- Round Fridge Magnet
- Round Keyring
- Rectangular Keyring
- Heart Shaped Keyring
- Square Keyring

JIGSAWS

- 30 Piece Jigsaw
- "I Love You" Jigsaw
- "Happy Birthday" Jigsaw
- "Happy Christmas" Jigsaw
- "Love" Jigsaw

MOUSE MATS

- Insert PVC Mouse Mat
- Square Mouse Mat
- Circular Mouse Mat
- Standard Mouse Mat

RUSS BERRIE BEARS

- Brawson (Large)
- Brawson (Small)
- Cappuccino
- Charles Platinum Bear
- Chocolate Bear
- Desmond (Large)
- Desmond (Small)
- Dixon (Medium)
- Dixon (Small)
- Snowman (Medium)
- Spencer (Medium)
- Alfred Platinum Bear
- Bruno (Large)
- Chazz (Small)
- Tundry Penguin
- Tyler (Small)
- Winter Cranberry
- Xmas Mouse

ENGRAVED PRODUCTS

- Executive Pen
- Enterprise Pen
- Heart Shape Compact Mirror
- Square Compact Mirror
- Cuff Links
- Dog Tag
- Business Card Holder

STEP 4. ITEM LISTED ABOVE

STEP 5. DELIVERY

collect from production hub collect from store deliver locally

before 5.00pm Date: _____

YOUR SIGNATURE **PRINT NAME** _____ **DATE** _____

Data Protection: The eXact Print reseller may pass your details to exact office Ltd for account management and marketing purposes. This data may be held after the termination of any trading relationship you may have with the exact print reseller. By signing below you consent to your data being processed in this manner on all orders accepted subject to standard Terms and Conditions – see reverse (PLEASE READ TERMS & CONDITION BEFORE SIGNING)

eXact Print Digital Printing Tel: 020 7701 2515
 Document Finishing email: design@exactoffice.com
 Displays & Banners web: www.exactoffice.com
 Business Copying

By Signing this order form confirms that you have seen sample of our demonstration printing, and that you agree with us to use the same printing technique for you.

ExactPrint is a trading style of Exact Office Ltd. Registered in England Number 05895807. Registered Office: The Print House, 174 Old Kent Road, London SE1 5TY

FOR INTERNAL USE ONLY Original=File at store Duplicate =Customer copy

ARTWORK DETAILS – please attach your completed written brief **ExactPrint Adviser (Name)** _____

Hard copy Location and Name of file i.e downloads / customer picture folder

Soft copy

PRINTING PRICE

£ : _____

DELIVERY PRICE

£ : _____

SUBTOTAL

£ : _____

VAT @17.5%

£ : _____

FINAL TOTAL
payable on approval of artwork OR within approved account terms

£ : _____

DEPOSIT PAID

£ : _____

BALANCE DUE

£ : _____