

Reference Number

RUBBER STAMP ORDER FORM



STEP 1. ORDER ADDRESS

Contact Name

Telephone

Address

Post code

STEP 2. Stamp Properties

Shape: Rectangular Circular Square Oval

Text Alignment: Centre Justify left Justify Right

Font: Arial Impact Italics

STEP 3. Instruction/Design Information (WRITE CLEARLY AND BEAR IN MIND cAsE sEnSiTivE)

Text Colour, Font Colour and Special instruction (May be subject to extra Charge) e.g Oval shaped and Special image or logo stamp.

**Your Stamp will be produced exactly the way is written
(Capital letters, Lower case or CaSe SeNsItIvE)**

LINE 1

LINE 2

LINE 3

LINE 4

Additional Information:

STEP 4. STAMP TYPE		COLOUR	QUANTITY / SIZE	RATE
<input type="checkbox"/>	Traditional Stamp	From £35.00		
<input type="checkbox"/>	Self Inking Stamp	From £45.00		
<input type="checkbox"/>	Dater Stamp	From £75.00		
<input type="checkbox"/>	Ultra Violet Stamp	From £85.00	<input type="checkbox"/>	
<input type="checkbox"/>	Company Seal	From £85.00	<input type="checkbox"/>	
<input type="checkbox"/>	Self Set Stamp	From £60.00	<input type="checkbox"/>	
<input type="checkbox"/>	Stamp Pads	From £4.00		
<input type="checkbox"/>	Other...e.g other material etc	Refer to section 14 of Terms & Conditions		

PRINTING PRICE	
£	:
£	:
£	:
£	:
£	:
£	:
£	:
£	:
£	:

STEP 5. DELIVERY

collect from production hub collect from store deliver locally

before 5.00pm Date:

YOUR SIGNATURE

X

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 all orders accepted subject to standard Terms and Conditions – see reverse (PLEASE READ TERMS & CONDITION BEFORE SIGNING)

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

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

ARTWORK DETAILS – please attach your completed written brief

Hard copy Soft copy

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

ExactPrint Adviser (Name)

DELIVERY PRICE	
£	:

SUBTOTAL	
£	:

VAT @17.5%	
£	:

FINAL TOTAL	
£	:

DEPOSIT PAID	
£	:

BALANCE DUE	
£	: