Your order must include a project code

Printed Full Colour □ Black & White □ A mixture □ please specify

Text pages to be printed on paper □ card □ N/A □
Colour of paper ________________ Weight _________

Cover to be printed on paper □ card □ N/A □
Colour of card ________________ Weight _________

Finishing required (please tick)

Collate No □ Yes □
Number (Indicate range and position)
Fold in half
Two fold (letter fold)
Z fold
Staple (top left corner)
Staple x2 (left hand side)
Staple x2 (booklet)
Drill (ring binder 2 hole)
Drill (ring binder 4 hole)
Perforate (indicate position)
Perfect bind (paperback)
Comb bind
Wire-O-bind
Velo bind
Laminate □ Encapsulate □
Creasing
Acetates

Proofing Goods received Delivery date

Delivery address (if different from above)

Cost details

<table>
<thead>
<tr>
<th>Net</th>
<th>VAT @ 20%</th>
<th>Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

VAT rate applied: Exempt □ Zero □ Standard □

This amount will be debited from your Project Account shown above.

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