

ORDER FORM

CREATE ARTWORK ON THE REVERSE OF THIS SHEET

Office Use Only

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 TOP (Portrait)

Please mark with an X if this is the top

PARENT/GUARDIAN TO COMPLETE CLEARLY

SCHOOL NAME

This is how the child's name will appear on the products. Please complete clearly. If you do not wish the child's name to appear on the products, please leave this section blank.

CHILD'S FIRST NAME

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CHILD'S SURNAME

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PARENT/GUARDIAN FULL NAME

PARENT/GUARDIAN INFORMATION

This order form must be returned to the school by:

Please **include your payment** with this order form.

Payment Information:

TEACHER TO COMPLETE CLEARLY

CHILD'S FULL NAME

CLASS NAME

We use the class name when packing your orders so that they can be easily distributed. Please keep class names consistent.

DESIGN GUIDE

- 1** Do **NOT** Staple this form
Any marks on the artwork will be seen on the end products after scanning.
- 2** Fill the reverse of this sheet with your design
Keep any words or important items **2cm away from the edges**
- 3** Use **BOLD & BRIGHT** Colours and make sure any items glued on are secure.

YOUR ORDER

Please enter below the **quantity** required for **each product**, the **total price** and **grand total**.

Product	Quantity	Cost per pack	Total
Pack of 12 x A6 Christmas Cards		£5.50	£
1 x A3 Poster Calendar		£4.50	£
Pack of 12 x A6 Blank Cards <i>(No message inside)</i>		£5.50	£
1 x Printed Mug		£7.00	£
12 x Gift Labels <i>(Self Adhesive with Christmas Greeting)</i>		£4.00	£

WE DO NOT ACCEPT LATE ORDERS	GRAND TOTAL £
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Personal data collected on this form will only be used for the purpose of producing customised products supplied by Print Junction Limited, the data will not be shared with any third parties for marketing purposes without your prior consent and will be disposed of in a responsible fashion after completion of this year's project.

Please mark with an X if this is the top

TOP (Landscape)

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Please mark with an X if this is the top

TOP (Portrait)