

# 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** | **TEACHER TO COMPLETE CLEARLY**

**SCHOOL NAME**

**CHILD'S FIRST NAME**  
(this is how your child's name will be printed on the products, please use upper and lower case)

**CHILD'S SURNAME**  
(this is how your child's name will be printed on the products, please use upper and lower case)

**CHILD'S FULL NAME**

**CLASS NAME** (eg Hedgehogs, A)

**PARENT/GUARDIAN FIRSTNAME**

**PARENT/GUARDIAN TELEPHONE NUMBER**

**PARENT/GUARDIAN INFORMATION**

**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.

This order form must be returned to the school by:

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

Payment Information:

**YOUR ORDER**

Please enter below the **number of packs** required for **each product**, the **total price** and **grand total**.

Product	Number of packs required	Cost per pack	Total
12 x A6 Christmas Cards with Envelopes		£5.50	£
1 x A3 Poster Calendar		£4.50	£
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 the words Merry Christmas)</i>		£4.00	£

**WE DO NOT ACCEPT LATE ORDERS** | **GRAND TOTAL £**

*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)