

**REPORT COVERS - WEBSITE ORDER FORM**

NEW customer

RE-order

**1. School & Contact Details**

Please complete the following details:

|                    |                      |                      |                      |                      |                      |                      |                      |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| School Name:       | Postcode:            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Telephone No:      | Fax No:              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| E-mail:            | <input type="text"/> |                      |                      |                      |                      |                      |                      |
| Headteacher:       | Education Authority: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Contact for Order: | Position:            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**2. Report Covers Details**

Please select Design Style, Ink Colour, Board Colour and Finishing option below.

**Design Style:** Contemporary:  Traditional:   
(Please Tick)

**Ink Colour:**  
Please circle the INK colour you would like your Report Covers printed in.  
Blue Navy Blue Red Maroon Green Dark Green Purple Black

**Board Colour:**  
Please circle the BOARD colour you would like your Report Covers printed on.  
White Cream Blue Green Pink Yellow

**Finishing:** Tell us how you would like your covers to be finished.  
Drilled for Treasury Tags:  Oversize for Corner Pockets:

**!** Remember to POST or EMAIL your logo(s), etc to us (see bottom of page for contact details). DO NOT FAX LOGOS as this greatly reduces the quality.

**Any Notes or Comments:**

**3. Order Details**

Please complete the following purchase options.

|                                     |                      |                          |                        |
|-------------------------------------|----------------------|--------------------------|------------------------|
|                                     | Quantity             |                          | Price                  |
| <b>REPORT COVERS</b>                | <input type="text"/> | @ see price guide        | £ <input type="text"/> |
| <b>Elasticated Treasury Tags</b>    | <input type="text"/> | @ £5.00 per pack of 100  | £ <input type="text"/> |
| <b>Self Adhesive Corner Pockets</b> | <input type="text"/> | @ £10.00 per pack of 100 | £ <input type="text"/> |
| <b>ORDER TOTAL</b>                  |                      |                          | £ <input type="text"/> |

**Price Guide**

**!** Huge savings on higher quantities!  
Order for 2 years and save £££'s!!!

| Quantity | Price   | Quantity | Price   |
|----------|---------|----------|---------|
| 100      | £69.00  | 600      | £169.00 |
| 200      | £89.00  | 700      | £189.00 |
| 300      | £109.00 | 800      | £209.00 |
| 400      | £129.00 | 900      | £229.00 |
| 500      | £149.00 | 1,000    | £249.00 |

Prices shown are for a single ink colour on a standard board and are inclusive of any layout/wording alterations. All prices are plus carriage at cost (usually £7.95) & V.A.T. NB. Treasury tags & corner pockets sold separately.

**NEW Customers**

Please ensure that you have enclosed the following items:

- Draft Copy (or description of layout required - eg. adding your address or school award logos, etc...)
- School Logo - Logos can either be posted (DO NOT FAX) or sent via e-mail (see **!** below for details).
- Variable Data - (Excel, Access or CSV files accepted)

**!** Please re-name your logos and variable data files to your school's name and postcode and e-mail them to us at [sales@primaryprintpeople.co.uk](mailto:sales@primaryprintpeople.co.uk)

**EXISTING Customers**

Please tick as appropriate:

- Layout as previous order
- Changes Required (please make a note of any changes required and include them with your order)
- Variable Data - (Excel, Access or CSV files accepted)

See **!** left for details on how to send us your files.

**6. Payment Details**

Please tick as applicable, then sign, print and date.

I will pay by cheque on receipt of invoice **Please do NOT send cheque with order**  I have attached our/L.E.A. purchase order form, Order No:

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
**Please POST to: Primary Print People, 142 Blackburn Road, Bolton, BL1 8DR - or FAX to: 01204 393719**