

REPORT FORMS - 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. Order Quantity & Value

Please enter your required quantity(ies) and price(s) next to the report form(s) of your choice below.

TRADITIONAL LAYOUT

Standard Report Forms

Quantity	@ £	Price (see right)
<input type="text"/>		<input type="text"/>

Early Years Report Forms

Quantity	@ £	Price (see right)
<input type="text"/>		<input type="text"/>

Price Guide

Quantity	Price	Quantity	Price
100	£75.00	600	£175.00
200	£95.00	700	£195.00
300	£115.00	800	£215.00
400	£135.00	900	£235.00
500	£155.00	1,000	£255.00

Prices shown are inclusive of any artwork.
All prices are plus carriage at cost (usually £7.95) & V.A.T.
Please ring for prices for other quantities, colour options,
three part ncr, alternative sizes, etc.
Forms also available for many other uses including, Sickness,
Absence, Targets, Injury, etc.

CONTEMPORARY (TICK BOX) LAYOUT

Standard Report Forms

Quantity	@ £	Price (see right)
<input type="text"/>		<input type="text"/>

Early Years Report Forms

Quantity	@ £	Price (see right)
<input type="text"/>		<input type="text"/>

ORDER TOTAL £

3. Report Forms Details

Please select an ink colour and any other requirements below.

INK Colour:

Please circle the INK colour you would like your Report Forms printed in.

Blue	Navy Blue	Red	Maroon	Green	Dark Green	Purple	Black
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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..

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)

! 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.

4. Payment Details

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

<input type="checkbox"/> I will pay by cheque on receipt of invoice Please do NOT send cheque with order	<input type="checkbox"/> I have attached our/L.E.A. purchase order form, Order No: <input type="text"/>	
Signed: <input type="text"/>	Print: <input type="text"/>	Date: <input type="text"/>
Please POST to: Primary Print People, 142 Blackburn Road, Bolton, BL1 8DR - or FAX to: 01204 393719		