



abacus

Abacus (Colour Printers) Ltd.  
Lowick House, Lowick, Nr Ulverston, Cumbria, LA12 8DX  
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www.abacusprinters.co.uk

## how to order

- ordering is easy - just complete the form.
- send us your transparency, original, photograph or disk along with full payment - either a cheque or your credit card details. Or you can order on-line.
- we'll do the rest - all orders are confirmed and invoiced on receipt and when everything is printed we will let you know when to expect delivery.
- not sure about something? - just call us and we will help you out.

If you are sending work on a disk we can accept most files. The image should be supplied at least 300dpi at the actual size it is going to print and saved as a tiff or eps with 2mm bleed where necessary.

A colour proof is strongly recommended to ensure accurate colour representation. We cannot accept responsibility for work produced from a disk unless a colour proof is ordered.

If you are submitting your images on disk or via e-mail, please refer to the enclosed digital guidelines sheet.

## your details

name

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company

---

address

---

---

postcode

---

e-mail

---

daytime tel

---

fax

---

## delivery address (if different)

name

---

address

---

---

postcode

---

daytime tel

---

e-mail

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description	size	quantity	reduced, speedy or emergency	matt or gloss	cost	additional cost for gloss	total cost
							:
							:
							:
							:
quantity discount applies <b>only to Speedy Rate prices</b> for postcards and greeting cards					subtotal		:
quantity discount is not applicable on 'run on' prices of the same image					quantity discount deduct % (Speedy Rate only)	-	:
					subtotal		:

**how to pay**

I enclose a cheque made payable to Abacus (Colour Printers) Ltd.

I want to pay by Credit / Debit Card

Card No.

Card holder .....

Signature .....

Valid from  Security code (last 3 digits on reverse of card)

Expiry date

Issue No.  (if applicable)

Eurocard / Mastercard / Visa / Debit Cards

Completion of this order form acknowledges acceptance of our terms and conditions which are enclosed in the pack and also available on request by phone, fax or e-mail.

Signature .....

Date .....

**extras**

colour proof (recommended for work supplied on disk) :

text proof :

guillotine charge for non standard card sizes :

additional typeset copy over 75 words (includes proof) :

envelopes - state size & quantity :

cello bags - state size & quantity :

text deletion after ..... copies - please detail overleaf :

others - please itemise :

..... :

..... :

**packing & delivery** please choose **overnight carrier** :

**3 - 4 day carrier** :

**totals** **SUBTOTAL** :

**VAT @ 17.5 %** :

**TOTAL** :



Postcard or greetings card front

Draw a sketch however basic, showing position of image. Mark the top.  
Show the size of border if required (minimum 3mm).

Postcard reverse

Indicate above where you want the type. Use the space below for the actual copy.  
Folding cards - supply a mock up or indicate the text in the space below.  
Text can be on page 2, 3 and 4. Cards fold on short side unless indicated otherwise.

Use the space above for text or provide a print out.

Copy should be clearly written, using upper and lower case unless capitals are required, indicating any words in bold or italics.

Text to be deleted after 250° / 500° / 750° \*Delete as required and circle any text to be deleted.

For an additional cost we can delete at any quantity. Text cannot be deleted from page 1 or page 4 of folding cards.