

# Order Form

Postcards and Greetings Cards



## How to order

- Ordering is easy - just complete the form.
- Send us your digital file or picture, transparency, or photograph along with full payment - either a cheque or your credit card details.
- Not sure about something? - just call us and we will advise you.
- We aim to complete your order within 5-7 working days (from proof approval). Once your order has been processed we will email you with a confirmation that it is in hand.

If you are sending work on a disk we can accept most files. The images should be supplied at least 300dpi at the actual size it is going to print and saved as a tiff or jpeg with 3mm bleed where necessary.

We do recommend a colour proof on colour critical work to check the colour reproduction of digital files is to your expectations. We cannot accept responsibility for work produced from digital files unless a colour proof is ordered.

## Your Details

Name

---

Company

---

Address

---

---

Postcode

---

e-mail

---

Daytime tel

---

Fax

---

### Delivery address (if different)

Name

---

Address

---

---

Postcode

---

Daytime tel

---

e-mail

---

Description	Size	Quantity	Litho or Digital Print *	Layout and Typesetting †	Matt or Gloss	Cost	Additional cost for gloss	Total cost
								:
								:
								:
								:
†We charge £10 to set up the artwork for your card. This includes typesetting up to 75 words, and positioning your supplied images and logo within a card format. Once done, we will email you a PDF proof to approve. This charge is not applicable if you supply press ready artwork at the correct size, resolution and bleeds, or if you are ordering reprints of previous work that we hold on file.							<b>Artwork charge †</b>	:
							<b>subtotal</b>	:

<p>how to pay</p> <p><input type="checkbox"/> I enclose a cheque made payable to CDL.</p> <p><input type="checkbox"/> I want to pay by Credit / Debit Card</p> <p>Card No. <input type="text"/></p> <p>Card holder .....</p> <p>Signature .....</p> <p>Valid from <input type="text"/> Security code (last 3 digits on reverse of card) <input type="text"/></p> <p>Expiry date <input type="text"/></p> <p>Issue No. <input type="text"/> (if applicable)</p> <p>Eurocard / Mastercard / Visa / Debit Cards</p> <p>Completion of this order form acknowledges acceptance of our terms and conditions which are available on our website: <a href="http://www.cdifm.com/terms.aspx">www.cdifm.com/terms.aspx</a> or by request via phone, fax or e-mail.</p> <p>Signature .....</p> <p>Date .....</p>	<p><b>Extras</b></p>	<p>Colour digital proof :</p> <p>Black and white laser text proof :</p> <p>Drum Scanning of Painting/Photograph/Transparency :</p> <p>Envelopes - state size &amp; quantity :</p> <p>Text deletion after ..... copies - please detail overleaf :</p> <p>Others - please itemise :</p> <p>:</p> <p style="background-color: #e67e22; color: white;"><b>Packing &amp; overnight delivery</b></p> <p>Postcards per 1000 £7.50 :</p> <p>Greetings Cards per 1000 £10.00 :</p> <p style="background-color: #e67e22; color: white;"><b>Totals</b></p> <p>SUBTOTAL :</p> <p>VAT @ 20% :</p> <p>TOTAL :</p>
---	----------------------	---

†For when only the very best quality will do, we print 'Litho' cards. These are printed on our hi-tech litho press for a fantastic finish and are best suited to run lengths of over 250. We are also pleased to offer our superb Digital cards. Printed on our state of the art digital press these have a great finish at a cost effective price, especially suited to run lengths under 250

<p>For office use only</p> <p>Order Number:</p> <p>Origination Supplied:</p>	
--	--



Unit 5, Bentalls Business Park  
Bentalls, Basildon, Essex SS14 3BN  
<di> 01268 242106 <t> 01268 242100 <f> 01268 533122  
<w> www.cdlfm.com <e> danny@cdlfm.com

### Postcard or greetings card front

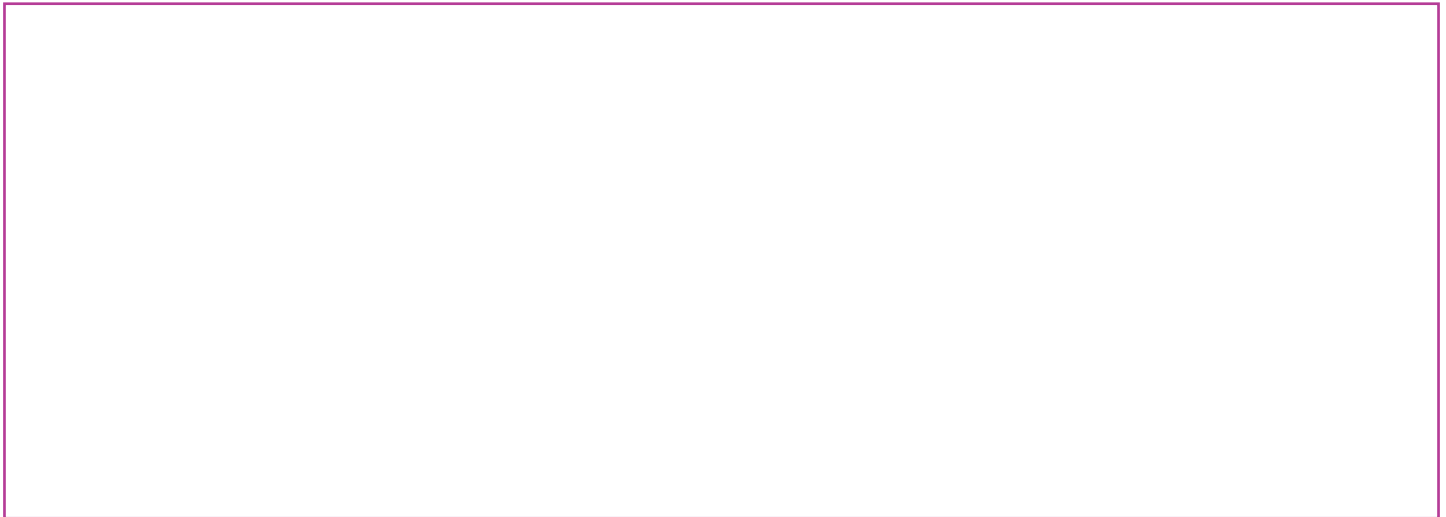


Draw a sketch, showing position of image. Mark the top.  
Show the size of border if required (minimum 3mm).

### 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.  
If you require any text deletions to the reverse of a card, please indicate the text to be deleted and after how many copies you would like this done at.  
Please note that text deletions cannot be done to the front and back of greetings cards, or the fronts of postcards when the item is a 'Litho' printed card.