SCHOOL CALENDAR ORDER FORM

This is an interactive PDF form - please use acrobat reader or alternatively please fill in and email or print and scan and send with your order

Contact Name: .....

Position: .....

Contact Telephone Number: .....

Email Address: (This is the email address that we will send your pdf proof for your approval)

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DETAILS TO APPEAR ON FRONT COVER OF YOUR CALENDAR

SCHOOL NAME: .....

SCHOOL ADDRESS: .....

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POSTCODE: .....

TELEPHONE NUMBER (if required): .....

SCHOOL EMAIL ADDRESS: .....

PRICES FOR A4 CALENDAR PRINTING - 210 x 297mm

50	100	150	200	250	300	400	500
£229.00	£346.00	£501.00	£632.00	£780.00	£918.00	£1200.00	£1410.00
£4.58 ea	**£3.46 ea**	**£3.34 ea**	**£3.16 ea**	**£3.12 ea**	**£3.06 ea**	**£3.00 ea**	**£2.82 ea**

Prices in red are per calendar (Minimum order of 50 calendars)

PRICES FOR A3 CALENDAR PRINTING - 297 x 420mm

50	100	150	200	250	300	400	500
£343.50	£582.00	£760.50	£978.00	£1145.00	£1287.00	£1584.00	£1860.00
£6.87 ea	**£5.82 ea**	**£5.07 ea**	**£4.89 ea**	**£4.58 ea**	**£4.29 ea**	**£3.96 ea**	**£3.72 ea**

Prices in red are per calendar (Minimum order of 50 calendars)

PLEASE NOTE: All prices include vat and delivery to one UK address (if you require delivery outside of the UK please call for delivery cost) We have a minimum order of 50 calendars.
VAT: Vat is payable on all calendars, registered charities have to pay vat.

Quantity Required: .....

Calendar Size Required: A4 Size (210 x 297mm) A3 Size (297 x 420mm)

Type of Calendar: (Annual Calendar - January to December) (Academic Calendar September to August)

Type of Calendar Required: Annual Calendar Academic Calendar

Design you woud like to use for your Calendar

Portrait Style Calendars are available in A4 (210 x 297mm) or A3 (297 x 420mm)

Portrait Style Calendar - A B C D E J V

Landscape Calendar Design - LA

A3 size calendars - only available as an A3 (297 x 420mm) calendar

A3 Calendar Design - G H

CHECKLIST

Below is a checklist you can use before sending order, please email your digital files and images to sales@buzprint.co.uk, or if required send them to our address at bottom of form.

School Logo - Do you require school logo added to front cover Yes No

Artwork - Notes for supplying artwork: We can scan collages,paintings etc, the maximum size that we can scan is A3 (297x420mm), please avoid using metallic paint/paper/material. Metallic colours do not reproduce very well.

If supplying artwork - How many pieces of artwork are you sending ☐

SCHOOL DATES TO BE ADDED TO CALENDAR

If you require dates adding to your calendar please write them here, if needed please use a separate piece of paper, alternatively you can email your dates to us, or send us your dates in a Microsoft Word or Excel file.

Date Event

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Date	Event
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PAYMENT OPTIONS

If you would like us to invoice your school please tick here - ☐

Do you have a purchase order number, if so please enter here -

If paying by cheque and have included checque with order please tick here - ☐

Please make cheques payable to Buzprint

You can pay by BACs, if you have paid by BACs please tick here - ☐

Our bank details - Buzprint, HSBC, Sort Code: 40-15-22, Account Number: 81695800

TOTAL ORDER VALUE £

DELIVERY INFORMATION

We will arrange delivery of your school calendars to your school address, please let us know if you require delivery to another address by filling in the information below, your calendars will require a signature on delivery. All our deliveries are by Courier, if you require a Saturday delivery please contact us for a price. All our prices include delivery to x1 UK Mainland Address: If you require delivery to offshore address please contact us for a price.

ADDRESS FOR CALENDAR DELIVERY: .....

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POSTCODE: .....

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Please email images to sales@buzprint.co.uk
If sending artwork please send to
Buzprint, Aaland, Heath Road, Thurston, Suffolk IP31 3PJ