

order form



Purchase order number: Date:

Authorised by: Signature:

1. Name: Title:

Phone: Email:

2. Name: Title:

Phone: Email:

2018 Diary

Quantity.....@ \$6.50 + gst each

Cover

Standard design (please provide logo)

Custom design* (please provide own photos and logo)

*Minimum order 100 diaries

Total custom design.....@ \$1 + gst each

Additional extra - coloured poly covers (minimum order 100 diaries)

Poly cover with foil logo and title @ \$3.00 per copy. Orders under 100 copies, a quote will be forwarded.

Please indicate poly colour

Yellow Orange Red White Dark Blue Bottle Green

Apple Green Purple Burgundy Black Light Blue Indigo

Please indicate foil colour

White Gold Silver

Total poly covers.....@ \$3 + gst each

Content add-ons

Additional 8pp school information



Study notes 16pp

Plastic pocket

Total add-ons.....@ \$1 + gst each

*Freight extra

Grand Total + gst

Deliver diaries to

School: Attention:

Address:

..... Postcode: Telephone:

terms & conditions

1. A minimum of 100 books must be ordered for customised diaries.
2. Electronic proofs will be forwarded for approval. Two opportunities to make alterations are included in the price. Further author's corrections will be charged at \$20/page and will be shown as a separate item on the final invoice.
3. To assist us in producing the best quality reproductions of images, please supply black and white line art at 800dpi minimum and photos and images at 300dpi. Please note any text or images (school badge) will appear in reverse when printed on the front cover.
4. Email images and text, supply on USB, or upload them via our website.
5. Text to be supplied as Word document with minimal formatting, so long as there is enough information to indicate your intent. We will format the text. Should the copy fall short of the desired number of pages, notes pages will be added.
6. Personalised covers: Please indicate the exact wording of your school name as you wish it to appear on the front cover.
7. Invoices will be sent out in January 2018.
8. DEADLINES
 - Orders to be placed by 28 September 2017.
 - Copy to be submitted by 13 October 2017.
9. Delivery of diaries will commence in January 2018.
10. Please ensure that your official Purchase Order is submitted with the order form, if applicable.

For any questions or enquiries, please contact Dora Stewart on 08 8124 0000 or dora@openbookhowden.com.au



A product of:

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