

ORDER FORM

For
**Dated and
Fully Personalised
Student Planners - 2008/2009**



Official Sponsor of
The British Schools
Cycling Association

Autoprint

Specialist Educational Printers

P.O. Box 171, Dalton Mills, Dalton Lane, Keighley
West Yorkshire BD21 4YW

Tel: 01535 604659 Fax: 01535 611858

Email: autoprint2000@aol.com web: autoprint2000.com

School Name:
Address:
Post Code:

Before sending order: Prepare your artwork on an appropriate programme (Microsoft Word/Publisher for PC or Adobe In-design for Mac. Alternatively send PDF files. If you use another programme from those stated, let us know and we will endeavour to meet your requirements). Send Disk/CD or e-mail artwork, keeping a copy for your record. Fill in the appropriate sections below and send in the addressed envelope to **AUTOPRINT**

PLEASE NOTE:

10% DISCOUNT ON ORDERS RECEIVED BY 29th Feb. 2008
5% DISCOUNT ON ORDERS RECEIVED BY 31st Mar. 2008
NO EXTRA CHARGE FOR DELIVERY ON ORDERS OVER £250

<i>If you require assistance with your order form please contact Autoprint on. Tel 01535 604659</i>	Quantity/ Option/Colour	Nett value £ p	
Cost for basic A5 Dated Planner wire spiral bound with secure end loop (Card cover printed black on a choice of tinted card covers, Calendar and Timetable pages with our standard diary pages) 200 - 500 copies = £1.07 each 501 - 999 copies = £1.02 each 1000 copies = £0.97 each			
Cover option 1: Choice of 12 card colour covers available on student planners. Printed black ink only at no extra cost with your school details Red - Blue - Buff - Green - Yellow - Tangerine - Grey - Pink - Light Blue - Lilac - Light Green - White			
Choice of three timetable formats on all student planners - 5 period 6 period 10 period - all at no extra cost	enter choice here →		

PLEASE NOTE: FOR QUANTITIES OVER 1000 COPIES ASK FOR A QUOTATION AS FURTHER SAVINGS CAN BE MADE

Optional Extras - Build up a customised planner with the extras shown in our sample. Choose only those extras which you require

Cover option 2: Full Colour Printed Cover: @ £50 up to 200 copies plus 10p for each additional copy e.g. price for 1000 copies is £130 (£50 for the first 200 copies + 800 at 10p each). enter if required →			
For a Fully Personalised dated diary page to your design add £250 to total order We will typeset all the diary pages. Customer only needs to specify the format.			
Extra Pages (e.g. 16 extra pages on an order for 800 planners @ £10 per page: 16 x £10 = £160) £5 per page up to 300 copies £6 per page for 400 copies £7 per page for 500 copies £8 per page for 600 copies £9 per page for 700 copies £10 per page for 800 copies £11 per page for 900 copies £12 per page for 1000 copies You are only charged for the number of pages you need enter if required →			
14 page Year Planner @ 15p per copy enter Qty →	x 15p =		
16 page Spelling Section @ 17p per copy enter Qty →	x 17p =		
16 page Reference Section @ 17p per copy enter Qty →	x 17p =		
Map Section @ 10p per copy enter Qty →	x 10p =		
Laminated covers: Recommended to improve durability of cover @ 11p per copy enter Qty →	x 11p =		
Plastic outer cover: Recommended to improve durability of planner @ 23p per copy enter Qty →	x 23p =		
Printing inside front/inside back/outside back cover: @ £16 per side per order - enter if required →	x £16 =		

School Order No:

.....

Staff Contact Name:.....

Authorised Signature:..... Date:.....

School Telephone Number:.....

10% on orders received
by 29th Feb. 2008
DISCOUNT

5% on orders received
by 31st Mar. 2008
DISCOUNT

Total Nett value

Deduct discount as appropriate

SUB TOTAL

V.A.T @ 17.5%

ORDER TOTAL

All prices shown are exclusive of V.A.T. £10 carriage charged on orders less than £250 value.
We recommend that Wire Spiral bound planners have a laminated or plastic outer cover to improve durability.
All goods are invoiced AFTER delivery. NO payments are required in advance.