

| |
|---------------------------|
| Date: |
| Purchase Order No. / Ref: |
| Company Name: |
| Address: |
| |
| |
| Postcode: |
| Contact Name: |

| |
|---------------------|
| Email: |
| Telephone incl STD: |
| Fax incl STD: |
| Mobile: |
| Delivery Address: |
| |
| |
| Postcode: |

| Quantity | Product Name/Description | Product Colour | Print Colour(s) | Pantone Ref. | Unit Price | Nett Total |
|-----------------------|--------------------------|----------------|-----------------|--------------|--|------------|
| | | | | | | |
| | Extra Colour(s) Print | | | | | |
| | Extra Position(s) Print | | | | | |
| Artwork Layout Sketch | | | | | Origination £30 per colour/ per position | |
| | | | | | Delivery | |
| | | | | | | |
| | | | | | Sub Total | |
| | | | | | VAT @ 15% | |
| | | | | | TOTAL | |

Any incorrect calculations/omissions will be rectified and shown on the order acknowledgement

artwork

Please tick where applicable

| | |
|---|--|
| New Customer | |
| Existing Customer | |
| Repeat Order | |
| Artwork sent to artwork@promotionalpenshop.co.uk | |
| Artwork to follow | |
| Artwork enclosed on disc | |
| Promotional Pen Shop to set artwork as above text | |

Additional Information

methods of payment

Please tick where applicable

| | |
|---|--|
| Cheque Enclosed | |
| Pro-Forma Invoice | |
| Credit / Debit Card (no surcharge) | |
| BACS payment. We will contact you with our bank details | |
| Existing Account Customer | |

Credit/Debit Card Details

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Card Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Valid From | | | | Expires | | | | Last 3 digits of Security Code on the reverse | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Issue No. (if shown) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | | | | | Name | | | | | | | | | | | | | | | | | | | | | | | |

authorised by

Signature _____

Print Name _____

Please send to: The Promotional Pen Shop
Lindis Road, Boston, Lincolnshire PE21 9RT

or fax to: **01205 361484**