promotional pen shop

fax: 01205 361484

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 £29 per colour/ per position	
	Delivery	
	Sub Total	
	VAT @ 20%	
	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	

Card Number

Valid From

Expires

Last 3 digits of Security Code on the reverse

Issue No.(if shown)

The card being used is registered to:-
Address Number (if any)

Postcode

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**

Tel: 01205 361485 www.promotionalpenshop.co.uk

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