

## Order Form

Full Name .....

Company Name .....

Delivery Address .....

*(Please provide a physical address if courier is specified)*

Contact Phone Number .....

Email address .....

Please sign and date this form

Signed.....

Date.....

Item	Product Name/No.	Cost (\$NZ exc gst)	Quantity	Item Total
<b>Invitation</b>				
Invite + White Envelope (210mm x 99mm) <i>Printed both sides on 300gsm gloss card</i>		\$2.50		
Invite + Metallic Envelope (210mm x 99mm) <i>Printed both sides on 300gsm metallic card</i>		\$3.50		
Invite + Metallic Envelope (145mm x 145mm) <i>Folded card printed on 300gsm metallic card</i>		\$5.50		
DIY Invitation Kit (print your own wording at home) <i>Contains invite, envelope &amp; A4 paper for printing 145mm x 145mm, printed on 300gsm metallic card</i>		\$4.00		
<b>Designer Paper/Greeting Cards</b>				
Designer Paper/120gsm - 10 pack <i>(includes 10 x A4 sheets)</i>		\$13.99		
Plain Ice Gold Metallic Paper/120gsm 10 pack (includes 10 x A4 sheets)		\$6.50		
Plain Ice Gold Metallic Paper/300gsm 10 pack (includes 10 x A4 sheets)		\$9.50		
Ice Gold Metallic square envelopes 10 pack (152mm x 152mm)		\$12.99		
Christmas card & Metallic Envelope <i>(min order-40)</i>		\$3.20		
Christmas card & White Envelope <i>(min order-40)</i>		\$2.90		
Please tick: Standard mail <input type="checkbox"/> Courier <input type="checkbox"/>				
Prices exclude GST		<b>Total Cost</b>		

Christmas Cards - We only take orders in increments of 4 with a minimum order of 40 cards per design

Packaging and Postage will be added onto the final invoice

Please choose carefully. Goods once purchased are non-returnable

## Information on Ordering

Please complete this form and return by:

Fax - 09 272 8004 *or*

Post - PO Box 132054, Sylvia Park, Auckland 1644 *or*

Email - order@beechtreecreative.co.nz

## Payment Options

Full payment of invoice is required before we ship your goods.

Direct Credit: ANZ Account No: 01 0226 0107572 00

Account Name: Beech Tree Creative Ltd.

Cheque can be made out to Beech Tree Creative Ltd and sent to our postal address.

**Please use your Quote Number as a reference for the payment.**

We are unable to accept payments with credit cards at this stage.

## Wording for Personalised Christmas Cards

All Christmas cards are printed on 300gsm Metallic Ice Gold paper and comes with matching envelopes.

Once your order is confirmed we will request the wordings to be printed on the card. Please email us the greetings and your choice of typestyle in the following format:

Typestyle #..... (maximum - 2 typestyles)

Front cover wording.....

Inside wording.....or please leave inside blank

Logo: attached /or no logo

Please provide a high resolution image of the logo in a JPEG format.

We will send you an artwork by email and printing will proceed after your approval.

## Packaging and Postage

Utmost care is taken for all delivery of goods. Postage & Packaging cost are additional and will be included in your invoice. Goods will be delivered to the address stated by the purchaser on the order form. We do our best to make sure each product packaged is in the top condition. However if you are unhappy about any item please inform us within the first 2 days of delivery and we will arrange a replacement. Beech Tree Creative takes no responsibility for loss, damage or delay incurred to items in transit as a result of events occurring beyond the control of the company. For this reason we advise you to choose a courier service.