

# Calendar Order Form

PLEASE COMPLETE IN BLOCK CAPITALS

## CONTACT INFORMATION

Organisation Name \_\_\_\_\_

Your name \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please write your email address clearly as you will be notified by email that your proof is ready for approval.

Billing address

Delivery address (if different)

Line 1 \_\_\_\_\_ Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_ Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_ Postcode: \_\_\_\_\_ Line 4 \_\_\_\_\_ Postcode: \_\_\_\_\_

## ORDER DETAILS

Please check out current prices using the website online cost calculator: <http://www.teamcalendars.co.uk>

### CALENDAR SIZE/STYLE

Please quote price excluding VAT

A3 Wall Calendar 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A3 Wall Calendar 7 leaves (two months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A3 Wall Calendar 4 leaves (four months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A4 Wall Calendars 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A4 Wall Calendars 7 leaves (two months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
Slim Wall Calendars 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
Slim Wall Calendars 7 leaves (two months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
CD Calendars 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
CD Calendars (Mini) 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
CD Calendars (Landscape) 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
Desk Tent Calendars 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
Desk Tent Calendars (Landscape) 13 leaves (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A4 Booklet Calendars 14 pages (two months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A4 Booklet Calendars 26 pages (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A5 Booklet Calendars 14 pages (two months to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
A5 Booklet Calendars 26 pages (one month to view + cover)	QTY <input type="text"/>	PRICE <input type="text"/>
Pyramid Calendars 3 sides (four months to view)	QTY <input type="text"/>	PRICE <input type="text"/>

### EXTRA CHARGES

Scanning of photos supplied at £4 (+VAT) per scan	QTY <input type="text"/>	PRICE <input type="text"/>
Hard copy proof at £15 each (+VAT) (online proof free of charge)	QTY <input type="text"/>	PRICE <input type="text"/>

	Sub total	<input type="text"/>
If you have received a promotional voucher please enter code here <input type="text"/>	and deduct	<input type="text"/>
	New Sub total	<input type="text"/>
	VAT @ 20%	<input type="text"/>
	Total payable	<input type="text"/>

## PERSONALISATION DETAILS

Start Month \_\_\_\_\_ (The start month does not have to be January – e.g. the calendar could run March 2007 to Feb 2008)

Start Year \_\_\_\_\_ Organisation name \_\_\_\_\_

Sponsor name (s) \_\_\_\_\_

I will be sending my images by:  Website Upload (upon receipt of this order form, the website will be monitored for your images)  
 Hard Copies by post  CD by post

We accept images as either Tiff, Jpg, Psd or Raw file formats (Please do not send Microsoft Word or bmp files.)

### Your digital images need to be:

- Ideally in a landscape format
- Saved with a file name that corresponds with the appropriate month (eg. january.jpg, february.jpg etc)

All uploaded images are checked for compatibility by our graphic design professionals and you will be supplied with an online proof for checking prior to production. All photographic prints & CD's will be returned upon completion.

**Image Captions:** Please enter a caption that you would like to appear on the image (optional).

If you choose to supply more than 1 image per month then we are unable to add captions to your images.

### One month to view Calendars

Month 1 \_\_\_\_\_

Month 2 \_\_\_\_\_

Month 3 \_\_\_\_\_

Month 4 \_\_\_\_\_

Month 5 \_\_\_\_\_

Month 6 \_\_\_\_\_

Month 7 \_\_\_\_\_

Month 8 \_\_\_\_\_

Month 9 \_\_\_\_\_

Month 10 \_\_\_\_\_

Month 11 \_\_\_\_\_

Month 12 \_\_\_\_\_

### Two months to view Calendars

Month 1 & 2 \_\_\_\_\_

Month 3 & 4 \_\_\_\_\_

Month 5 & 6 \_\_\_\_\_

Month 7 & 8 \_\_\_\_\_

Month 9 & 10 \_\_\_\_\_

Month 11 & 12 \_\_\_\_\_

### Four months to view Calendars

Month 1,2,3 & 4 \_\_\_\_\_

Month 5,6,7 & 8 \_\_\_\_\_

Month 9,10,11 & 12 \_\_\_\_\_

## PAYMENT

Total Payable £ \_\_\_\_\_  I enclose a cheque payable to Whitehall Printing Co (Avon) Ltd.

Please charge my Visa / Maestro / Delta / Mastercard / Switch Solo (delete as appropriate)

Name on card \_\_\_\_\_ Card number             Start date: mm/yy

Issue number (Maestro / Switch Solo only) \_\_\_\_\_ Security Code (last 3 digits on signature strip reverse of card)    Expiry date: mm/yy

Signature \_\_\_\_\_ (signing here means you have read, understood and agree to the terms and conditions below) Date \_\_\_\_\_

## TERMS & CONDITIONS

By using teamcalendars.co.uk you agree to these terms. We reserve the right to change these terms from time to time without prior notification.

### Extra Charges

Hard copy printed proofs (not bound) are available at an extra cost of £15 (+ VAT) each. Online proofs are free of charge. Corrections to proofs which are the fault of Whitehall Printing will be amended free of charge. Authors corrections/changes to proofs will be charged at £20 (+VAT). A new online proof will always be submitted for approval before we proceed with printing.

### Returns Policy

Our calendars are bespoke. Orders which are delivered as described in good condition may not be refunded. We reserve the right to charge for re-delivering of calendars returned in error.

We will not be held responsible for customer generated mistakes, errors or defects including spelling, typographical or grammar errors; poor image quality derived from low resolution images, order quantity, or other ordering errors. To prevent these errors from happening, we ask that you check and sign off your artwork at proof stage.

### Damaged Goods

Damaged items will be exchanged free of charge. Any problems with any part of an order must be reported to us within 24 hours of receipt.

### Copyright

All copyright, design rights and intellectual property rights existing in our designs and products, text and design of this website are and will remain the property of Whitehall Printing. Any infringement of these rights will be pursued vigorously.

It is the responsibility of the client to ensure that there is no infringement of copyright by using images supplied by the client. By submitting images to us you warrant that you own the copyright to the photograph, logos, trademarks, designs or other artwork or have written permission or authorisation from the photographer or other copyright owner to make copies of this material.

### Image Content

We do not accept images that display violence or are threatening, obscene, profane, or pornographic. We reserve the right to reject any image or project at any time. We are not legally responsible for the content of any submissions to us.

### Order Confirmation

When confirmation of order is received, this is to indicate that we have received your order. It does not indicate that a contract exists between us. We will indicate acceptance of your order, and hence a contract between us, when we send you

an invoice. We have included this term to protect us in the case that a mistake has been made in pricing, we have inadvertently under-priced goods, or we are no longer able to supply a particular product for some reason. In the case of a change of price, we will always contact you first to ensure that the price is acceptable.

### Payment

Payment must be received in full prior to despatch of goods.

### Cancellation

In the event that you cancel your order prior to production but after we have supplied you with a proof, you will only be charged for the preparatory work that we have carried out, which is £40 + VAT.

### Credit card Security

All online orders using credit cards will have the numbers encrypted. They are only decrypted after they reach our computer. They are not held in clear text on any web site.

### Delivery

Delivery to any UK Mainland address is free of charge by overnight courier and will arrive between the hours of 9.00am and 5.00pm. A signature will be required for all deliveries. We use an external courier service and they are unable to contact clients. Once the goods are delivered, the risk of loss and damage is carried by the recipient.

### Privacy Policy

We will not disclose buyers' information to third parties other than when order details are processed as part of the order fulfilment. In this case, the third party will not disclose any of the details to any other third party. By ordering products from teamcalendars.co.uk your contact details are automatically entered on to the databases of Whitehall Printing. If you do not wish to be contacted by Whitehall Printing in the future, please notify us at any time.

### Pricing

We reserve the right to alter the pricing of any product without notice. Bottom of Form

### Force Majeure

We will not be held responsible for failure or delay in the carrying out of our obligations under the contract arising or any cause outside our reasonable control or by inability to procure materials or articles except at higher prices due to any such circumstances we shall be entitled by notice to terminate the contract in whole or in part without incurring any liability whatsoever to you.