

2020 Reading Tree Customised Student Diary Order Form

To include your student diaries in our 2020 print run, an official school order must be placed by **Monday 29 July 2019**.

YOUR DETAILS

School _____ School Contact _____
Address _____
Suburb _____ State _____ Postcode _____
Phone _____ Fax _____ Email _____

YOUR ORDER

Diary Quantity _____ School Purchase Order No. _____ Quoted Unit Price _____ (Please attach quote to this order form)

Please note that orders for additional diaries received after artwork approval may incur added charges, so please ensure your order quantity allows for extra enrolments.

YOUR ORDER REQUIREMENTS (please fill in one order form for each diary variation)

Please use previous diary specifications with 2020 text alterations (Complete Delivery Requirements section only)

CUSTOMISED PAGES No Yes → Colour B/W No. of pages _____ (pages in increments of 2)

BINDING STYLE

Section Sewn OR **Coil** (Please select coil colour)
(no customised pages) _____
_____ Reflex Blue _____ Clear _____ Navy Blue _____ Bottle Green
_____ White _____ Black _____ Yellow _____ Red
_____ Silver _____ Grey

COVER TYPE

PVC Jacket (if section sewn)
PVC Colour _____
Ink Colour/s _____

Full Colour Artboard (if coil bound)
 Option A - Template Design no.: _____
School colours*: _____
 Option B - Design by school, supplied as press-ready artwork
 Option C - Custom design by Createl Publishing
(\$100 charge applies)

ADDITIONAL OPTIONS FOR COIL BOUND DIARIES

PVC pockets with compartments
Qty @ Front _____
Qty @ Back _____
 PVC pockets without compartments
Qty @ Front _____
Qty @ Back _____
 Clear PVC jacket (protective poly already included)
 Ribbon bookmark (Colour: _____)
 Traffic Light Card

SPECIAL REQUIREMENTS

YOUR DELIVERY REQUIREMENTS



PLEASE DELIVER WEEK BEGINNING*

- 25 November 2019 (Submit text/artwork by 29 July 2019)
 13 January 2020 (Submit text/artwork by 12 August 2019)
 Later delivery date _____
(Submit text/artwork by 12 August 2019)

*Please note, staff must be available to accept delivery of the order during business hours. We cannot guarantee an exact delivery time.

DELIVERY ADDRESS

Please provide a street address as we cannot deliver to PO Box addresses.

School _____

Address _____



School closes for delivery in 2019 on _____

School re-opens for delivery in 2020 on _____

EMAIL THIS ORDER FORM TO studyseries@createl.com.au

By placing your order, you agree to the following Terms & Conditions:

1. We cannot accept purchase orders without a completed order form. 2. All completed order forms must have an attached official school purchase order. 3. Whilst we make every effort to ensure all diaries are free from error, Createl Publishing is not liable for errors resulting from inadequate school proofing or material inadequately submitted. 4. All diaries are dated material and therefore cannot be returned. 5. Defective diaries, not due to shipping damage, must be reported to Createl Publishing within 90 days of the shipping date and Createl Publishing reserves the right to repair, replace or credit any defective diaries. 6. Printing will commence upon receipt of a 30% pre-press deposit. Final invoice is to be paid within 30 days of the shipping date. 7. Quoted price is based on AUD currency and does not include freight. Standard freight charges apply. 8. If an order is cancelled, the customer will be liable for any actual costs that have been incurred in the preparation or production of the order. Any deposits paid shall be forfeited. 9. All conversations, representations and statements not embodied in quotation or invoicing or not confirmed in writing by Createl Publishing are expressly excluded and shall not be deemed to be part of any quotation, invoice, order or contract, or to have induced the order or to have any legal effect whatsoever. 10. Createl Publishing reserves the right to vary these terms and conditions of sale without notice. The terms and conditions are to be subject to the provision of any relevant legislation, including but not limited to the Trade Practices Act 1974.

I have read and accept the Terms and Conditions above

Createl Publishing

ABN 85 066 657 547