

2019 Customised *Teacher's Professional Diary* Order Form

To book your teacher planners for our 2019 print run, an official school order must be placed by 31 August 2018.

YOUR DETAILS

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

YOUR ORDER

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 use previous diary specifications with 2019 text alterations *(Complete Delivery Requirements section only)*

CUSTOMISED PAGES

No Yes → Colour B/W

No. of pages 4pp 8pp 12pp 16pp 20pp 24pp 28pp 32pp Other _____ (pages in increments of 4)

CUSTOMISED COVER OPTIONS

OPTION A – FULL-COLOUR ARTBOARD

Qty _____

Full Colour Cover Options *(Please select your design option)*

- Option A** – Template Design no.: _____ School colours*: _____
 Option B – Design by school, supplied as press-ready artwork
 Option C – Custom design by Createl Publishing

*Metallic colours such as gold and silver cannot be replicated on full-colour covers.

OPTION B – SCREENPRINTED POLYPROPYLENE

Qty _____ Poly Colour _____ Ink colour/s* _____

OPTION C – FOIL PRINT SIENA COVERS AND BINDERS *(only available for small print runs of 10-20 units)*

Cover Qty _____

Sienna Cover Colour

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Red | <input type="checkbox"/> Fuchsia |
| <input type="checkbox"/> Hot Pink | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Daffodil | <input type="checkbox"/> Lime |
| <input type="checkbox"/> Ocean Green | <input type="checkbox"/> Sky Blue |
| <input type="checkbox"/> Brilliant Blue | <input type="checkbox"/> Cobalt Blue |
| <input type="checkbox"/> Navy | <input type="checkbox"/> Black |

Binder Qty _____

Sienna Binder Colour

- | | |
|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Red | <input type="checkbox"/> Fuchsia |
| <input type="checkbox"/> Hot Pink | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Lime | <input type="checkbox"/> Ocean Green |
| <input type="checkbox"/> Sky Blue | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Black | |

Print Colour Option

- Gold Foil Print OR
 Silver Foil Print

Digital foil printing is used to reproduce text with a metallic effect. Text of up to 30 characters (two lines) is allowed, printed in Gill Sans MT using either silver (default) or gold foil. Your logo can be printed to a maximum H50mm x W60mm. Foil printing can contain some variations in the finish.

Turn page for more cover options and delivery requirements

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YOUR ORDER REQUIREMENTS

OPTION D - CLASSIC SERIES COVERS AND BINDERS WITH EMBOSSING

Cover Qty _____ Cover Colour Navy Black Charcoal Embossed Option Gold QR Silver
Binder Qty _____ Binder Colour Navy Black Charcoal Embossed Option Gold QR Silver

OPTION E - SORRENTO SERIES COVERS AND BINDERS

Cover Qty _____ Binder Qty _____ (Please select option)

Sorrento Cover/Binder Colour

- Black Sky Blue
 Magenta Ocean Green
 Red Purple
 Hot Pink Lime
 Brilliant Blue Black (A5)
 Other (please specify) _____

Screenprinting Ink Colour/s*

*One colour print is included. Additional ink colours are charged at \$1 per colour per cover.

Embossed Option

- Gold QR
 Silver

OPTION F - PVC JACKET

Qty _____

PVC Jacket Colour

- Black White Red Royal Blue
 Sky Blue Cool Blue Navy Blue Charcoal
 Grey Emerald Orange Yellow
 Pine Burgundy Cool Aqua Purple
 Other (please specify) _____

Ink Colour/s

Please email all text, and any artwork, images and logos to customtpd@createl.com.au.

Text to be supplied in a Word document, and artwork, logos and photos to be supplied in high resolution JPG, TIF or EPS format.

YOUR DELIVERY REQUIREMENTS

PLEASE DELIVER WEEK BEGINNING*

- Term 4 2018 (Submit text/artwork by 31 August 2018)
 Term 1 2019 (Submit text/artwork by 28 September 2018)
 Later delivery date _____
(Submit text/artwork by 28 September 2018)

*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 2018 on _____

School re-opens for delivery in 2019 on _____

Please sign to indicate that you have read, understood and accept the Terms and Conditions below.

Your signature on this order form constitutes a binding agreement to accept these goods as per the Terms and Conditions.

Signature _____ Date _____

EMAIL THIS ORDER FORM TO customtpd@createl.com.au or FAX 03 9336 0900

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. 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.



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