

# 2023 STUDENT DIARY ORDER FORM

## COMMUNICATION DIARY CUSTOMISED

To include your student diaries in our 2023 print run, an official school order must be placed by **FRIDAY 29 JULY 2022**

### 1 YOUR DETAILS

School \_\_\_\_\_ School Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Accounts Payable Email \_\_\_\_\_

### 2 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.

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

We want to use our previous diary specifications with 2023 text alterations. *Complete Delivery Requirements section only.*

#### A COVER TYPE

PVC jacket

Template design no.: \_\_\_\_\_

PVC colour: \_\_\_\_\_

Ink colours: \_\_\_\_\_

### 4 YOUR DELIVERY REQUIREMENTS



#### PLEASE DELIVER WEEK BEGINNING\*

21 November 2022 (*Submit text/artwork by 29 July 2022*)

16 January 2023 (*Submit text/artwork by 15 August 2022*)

Later delivery date \_\_\_\_\_ / \_\_\_\_\_ / 2023  
(*Submit text/artwork by 15 August 2022*)

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



#### SCHOOL DELIVERY DATES

School closes for delivery in 2022 on \_\_\_\_\_ / \_\_\_\_\_ / 2022

School re-opens for delivery in 2023 on \_\_\_\_\_ / \_\_\_\_\_ / 2023

#### SCHOOL DELIVERY ADDRESS

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

School \_\_\_\_\_

Address \_\_\_\_\_

### 5 SPECIAL REQUIREMENTS

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.

### 6 TERMS & CONDITIONS AND SUBMIT FORM

I have read and accept the Terms and Conditions



ABN 85 066 657 547