

stationery order form

please complete all sections clearly in black ink
all prices exclude vat and delivery



invoicing details

project name & code:

name:

address:

postcode:.....

tel: date:

24 Leicester Road
Bedworth
Warwickshire
CV12 8BU

t 024 7631 0779
f 024 7631 0779
e design@whitehalo.co.uk
www.whitehalo.co.uk

price guide

Letterheads or Compliment Slips

250 - £27.00 500 - £52.00

1000 - £95.00 2000 - £149.00

Business Cards 250 - 42.00

PLEASE NOTE: THESE PRICES ARE FOR DIGITALLY COPIED STATIONERY WHICH MAY NOT BE SUITABLE FOR SOME LASER PRINTERS. IF YOU REQUIRE LASER COMPATIBLE STATIONERY PLEASE CONTACT US FOR LITHO PRICES AND STATE THIS CLEARLY WITH YOUR ORDER

quantities

LETTERHEADS

Letterhead overprinted with requested details.

min 250

COMPLIMENT SLIPS

Compliment slip overprinted with requested details.

min 250

BUSINESS CARDS

min 250

stationery wording

It is important that you use only lower case lettering in your email unless upper case is needed. If wording for business cards is different please complete a second order form.

*** Please note that fax numbers no longer appear on any of the stationery.**

name: (if applicable).....

job description:.....

project/office name:

address:

postcode: telephone no:

email: work mobile no:

delivery information

All care is taken to pack your stationery to the highest standard, so that your order arrives in good condition. Your order will be despatched to you via parcel courier (unless otherwise specified). White Halo Design do not hold responsibility for any damaged goods or lost goods and must be paid for by the customer

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