

Order Form 2023

Order online at charitycards.org or complete the order form below and return.

1. Contact Details Name: Mr/Mrs/Miss/Ms _____ Position: _____
Company: _____
Address: _____
Tel: _____ Email: _____
(Please notify us if your invoice or delivery address is different from above)

2. Choose Your Card Write choice below (please copy this form if you wish to order more than one design or have more than one layout). Code: _____ A (personalised front) or B (standard front) Title: _____	3. Quantity Please specify no. of cards (min. order 25 each design)	4. Select a Charity Choose from list opposite. Write ALL if you wish to support all members equally. Please tick if you prefer not to print the charity statement: <input type="checkbox"/>
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5. Personalise Front of Card Please write any wording required on the front of your card below (£20): _____
Include Logo (£40) Preferred position of logo: _____
Please describe any other personalisation required: _____

6. Personalise Inside Card Personalise as below Personalise same as last year Blank cards (Go to Section 7)

Standard Greeting (please tick one):

A <input type="checkbox"/> Season's Greetings	B <input type="checkbox"/> With Best Wishes for Christmas & the New Year	C <input type="checkbox"/> A Merry Christmas and a Happy New Year	D <input type="checkbox"/> Season's Greetings Joyeux Noël • Feliz Navidad Zalig Kerstfeest • Frohe Weihnachten Buon Natale • Prettige Kerstdagen Wesołych Świąt • Feliz Natal
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or **Special Greeting** (+£15 - please write here): _____
Message below greeting Please write the wording to appear underneath your greeting - e.g. *from the Directors and Staff* or your Company Name: _____

Details at base of card Please write your wording below - e.g. Company Name/Address/Tel/Fax/Website/Email - and tick alignment required:

Align left Align centre Align right

Standard Typeface (please tick one): TimesRoman Helvetica Chancery or **Custom Font** (+£15 - please specify): _____

Include Logo(s) Include Signature(s) Logo/signature centred under greeting unless specified: _____ Please tick if you have previously sent your logo/signature:
(Please check guidelines opposite - Step 2 - if sending artwork)

Colour (please tick one): Black only Colour printing Extra charges apply. see table opposite. Add Pantone colour references if required: _____

Proofing A free e-mail proof is provided with every order. If you require a hard copy proof please tick: £30 per hard copy proof of your personalised card. Your proof must be signed off before printing.

7. Payment (Remember to include VAT @20% or the applicable rate)
Optional donation to your chosen charity _____ Purchase Order _____ Discount Code _____
Payment to be made when order is approved to print.
If prior agreement has been made to pay on account, the invoice will be delivered via email, on completion.