

Order Form

For Office Use

Invoice Address

Name

School/Organisation

Address

Post Code

Ordered By (Important, please fill in)

Name

Title

Date

Signature

Telephone No

Email address for design approval

Tea-towel

Layout

- Layout created by customer - FREE
 Layout to be created by Leonard Hudson - £30 + VAT
 Class Order All portraits mixed

Border Choice

Ink colour/s

Shoppers

Type

- Natural Cotton - Long Handles Natural Cotton - Short Handles
 Coloured Cotton - Long Handles Jute Shopper

Design/Layout

- Side 1: _____
 Side 2: _____

Print Colour

- Side 1: _____ Side 2: _____

Aprons

Size

- Childs (zero VAT) Adults

Layout

- Created by customer - FREE
 Created by Leonard Hudson - £30 + VAT
 Class Order All portraits mixed

Border Choice

Ink colour/s

Mugs

Type

- Ceramic Sparta Mug (min 36 of identical print) Spectrum Mug (min 50 of identical print)
 Durham Mug Full Colour (min 36 of identical print) Durham Mug Full Colour (individual designs/portraits, group of 36 required))

Design/Image

- Image/s supplied by customer (print ready) - FREE
 Image/s to be created by Leonard Hudson - £25 + VAT
 Individual portrait images supplied by customer - £25 + VAT

Printing

- 1-4 colours Full colour

Quantity	Price	Total
	Layout Charge	
	Sub Total	
	VAT	
	Tea-Towel Total	
Quantity	Price	Total
	Design/layout Charge (£25 per side if done by Leonard Hudson)	
	Printing Stencil (£25 or free if over 300 shoppers)	
	Sub Total	
	VAT	
	Shoppers Total	
Quantity	Price	Total
	Layout Charge	
	Sub Total	
	VAT	
	Aprons Total	
Quantity	Price	Total
	Artwork Charge (Free if good quality image supplied with order)	
	Screen Charge for Sparta & Spectrum Mugs (£25 per colour)	
	Sub Total	
	VAT	
	Mugs Total	
	ORDER TOTAL	