ORDERING INSTRUCTIONS

1. First select your card and print colours, card colours shown on front, print colours on reverse of brochure.

* 2. Design your card layout in the space on the front and reverse of the order section. (actual size of card [standard credit card size]). Artwork and type composition is produced by AppleMac offering a large selection of type faces.

If logos are to be included please forward a separate drawing, pdf or jpeg. The standard charge for artwork/layout plates is £30.00. For very simple layouts one colour one side only no logos or non standard writing strips the charge is £20.00. Where a year/date is included the charge for an update on a repeat order is £10.00.

3. For plastic business cards or membership categories etc. a charge of £5.00 is payable for each variation.

Any intricate designs logos etc requiring additional graphic work will be subject to additional cost. Price will be advised on sight of copy.

Please check instructions most carefully as no responsibility can be taken for customer mistakes.

Any customer alterations at proofing stage may be chargeable.

Most cards are 760m thickness (credit card thickness), white cards and some colours, currently yellow, red and green are available in 550m thickness. These colours are also available in 760m, white 760m thickness is + £18.00 per 1,000 cards (pro-rata).

PRICES CARRIAGE INCLUSIVE + VAT

Quantity	White	Coloured	Gold & Silver	Writing Strip(s) Per Side	Sequential Numbering (6 Digit No. is) Standard)	Self-Seal Cover for Photographs (39 x 33mm)
	(Printed 1 Colour 1 Side)					
100	£25.00	£30.00	£35.00	£7.00	£10.00	£5.00
200	£35.00	£43.00	£50.00	£10.00	£12.00	£10.00
300	£46.00	£58.00	£71.00	£13.00	£16.00	£15.00
400	£60.00	£76.00	£89.00	£17.00	£20.00	£20.00
500	£70.00	£90.00	£108.00	£21.00	£23.00	£25.00
1,000	£120.00	£160.00	£189.00	£39.00	£45.00	£50.00
2,000	£205.00	£260.00	£317.00	£75.00	£87.00	£100.00

The above prices are for printing quantities of cards 1 colour on to one side ie White card Black Print, Gold Card Red Print. The following applies for each additional printing operation + 50% White Cards, + 40% Coloured Cards and +35% Gold & Silver Cards on Card Price only for each additional printing operation. ie. White Cards 2 colours face, 1 reverse is + 100% on Card price.

Larger quantities and additional requirements, Embossing, Magnetic Stripes, Bar Codes, Encoding, Punched Hole or Slot etc. are by quotation.

TERMS: Full Remittance with order or deposit of £29.00 with the balance due on approval of artwork proof. Public Sector Organistations please consult for account terms.

D & M Business Cards. (Jan 2012)

D&M Business Cards Plastic Cards' Order Form

1. Please select your card and print colours (please tick appropriate boxes).

Standard Card Colours Cream ☐ Yellow ☐ Red ☐ Green ☐ Blue ☐ Light Blue ☐ Black ☐ Burgundy ☐ Orange ☐ White ☐ Gold ☐ Silver ☐ Frosted Clear ☐

Standard Print Colours Light Blue ☐ Blue ☐ Red ☐ Green ☐ Dark Green ☐ Brown ☐ Orange ☐ Yellow ☐ Gold ☐ Silver ☐ Black ☐ White ☐ (others on request).

2. Design your card layout in the space (actual size of card). Use space overleaf for reverse. PLEASE PRINT CLEARLY. (Please use a separate sheet if necessary).

NUMBERING

Start

No. ☐☐☐☐☐☐

Finish

No. ☐☐☐☐☐☐

Pre-fix digits may be used, i.e. 010000 etc.

55mm

85mm

81mm

10mm

Writing Strip standard size. Other sizes/permutations available.

Please check instructions as no responsibility can be taken for mistakes made by customers on the Card Layout.

☐ Tick if you require an Artwork Proof before printing.

	Amount £
We wish to order ..... Plastic Cards	•
Additional Printing Operations @ 50%, 40% or 35%	•
Variations @ £4.00	•
Writing Strip(s)	•
Numbering	•
Self-seal covers for photographs (supplied loose)	•
Artwork/Layout/Plates (see *) £30.00/£20.00/£9.00	•
All First Orders Sub Total	•
VAT @ 20%	•
Total	•

Remittance Enclosed •

* Please read note 2 opposite for artwork charges

For payment by google checkout go to www.dmbusinesscards.co.uk