DIRECT ORDER FORM FOR SCHOOL PROJECT

WWW.CREATIONARTCARDS.CO.UK | INFO@CREATIONARTCARDS.CO.UK | 0208 480 6148

PLEASE EXAMINE YOUR PROOF; DUE TO THE BESPOKE NATURE OF THE PRODUCT, YOUR ORDER CANNOT BE CANCELLED OR CHANGED ONCE PROCESSING STARTS
BY PLACING YOUR ORDER INDICATES THAT YOU HAVE ACCEPTED OUR TERMS & CONDITIONS, CLICK HERE TO VIEW www.creationartcards.co.uk/terms-and-conditions-13-direct-school-order.html

PRODUCTION TURNAROUND PLEASE REVIEW PRIOR TO PLACING YOUR ORDER

PROCESSING POLICY YOUR ORDER WILL BE PROCESSED ONCE WE RECEIVE YOUR PAYMENT. WE'LL EMAIL YOU AN ORDER CONFIRMATION / RECEIPT, FOLLOW BY A DISPATCH NOTICE.
DISPATCH TURNAROUND 1-3 WORKING DAYS IF THE STANDARD LARGE SCHOOL ORDER HAS ALREADY BEEN DELIVERED TO YOUR SCHOOL/ORGANISATION, OTHERWISE, YOUR ORDER WILL BE DISPATCHED AT SIMILAR TIME AS YOUR SCHOOL PROJECT SCHEDULE. FOR CHRISTMAS CARDS, THE SCHOOL DELIVERY SCHEDULED IS SET AT THE LATEST 1ST WEEK IN DEC, YOU WILL RECEIVE YOUR ORDER AT SIMILAR TIMING IF YOU'VE MADE PAYMENT BY NOV 23, ANY PAYMENT MADE AFTER THIS DATE WILL REVERT TO OUR STANDARD DISPATCH POLICY.

DELIVERY INFO DEPENDING ON YOUR ORDER SIZE, WE MAY USE A COURIER WITH DELIVERY IN 1-5 WORKING DAYS 9:00-19:00 HR OR WE MAY USE ROYAL MAIL VIA 2ND CLASS 2-3 DAYS OR STANDARD PARCEL 2-5 DAYS. ALL DELIVERY METHODS MAY REQUIRE A SIGNATURE

OPTIONAL EXTRA'S
QUEUE JUMPER YOUR ORDER WILL BE DISPATCHED BASED ON OUR STANDARD 1-3 WORKING DAY POLICY, EVEN IF WE ARE STILL PROCESSING THE LARGE SCHOOL ORDERS.
UP-GRADED P&P NON-GUARANTEED NEXT DAY DELIVERY THAT CAN TAKE UP TO 2 DAYS OR WORKING DAYS
WE'LL UP-GRADE RM 2ND CLASS TO 1ST CLASS, RM STANDARD PARCEL TO EITHER RM 1ST CLASS OR A COURIER WITH WORKING DAY DELIVERY 9:00-19:00 HR

REPLACEMENT ART IF YOU'RE NOT PLEASED WITH YOUR INITIAL ART, YOU CAN SEND IN A 2ND ART; MINIMUM ORDER 1 PACK

PLACE YOUR ORDER WITH YOUR ORIGINAL CARD REFERENCE; YOUR OLD ART FILES WILL BE REPLACED WITH THE NEW ART FILES - FOLLOW THE INSTRUCTIONS IN YOUR SCHOOL ORDER FORM; NO SAMPLE CARD WILL BE GIVEN; IF YOUR ORDER CONSIST OF OTHER STANDARD PACKS, WE WILL DISPATCH YOUR ENTIRE ORDER AFTER WE HAVE RECEIVED AND PROCESSED YOUR REPLACEMENT ART

EMAIL ART DIRECTLY AS A DIGITAL FILE 300 DPI, BEST QUALITY J-PEG OR PDF; ATTACH FILE IN AN EMAIL OR POST TO CREATION ART CARDS, 58 ADMASTON RD, LONDON SE18 2TX
YOU MUST WRITE ONTO YOUR TEMPLATE REFERENCE AREA 'REPLACEMENT ART' + ORIGINAL CARD REFERENCE + EMAIL / TEL AS APPEAR IN SECTION 1 OF THIS FORM
DOWNLOAD TEMPLATE FOR PERSONALISED ART CARD PROJECT; PLEASE OBSERVE OUR TEMPLATE & ART GUIDELINE **WWW.CREATIONARTCARDS.CO.UK/TEMPLATES-SCHOOL-PROJECTS.HTML**

RE-TOUCHING ART WE CAN FIX ERRORS ON YOUR ART, CONTACT US PRIOR TO PLACING YOUR ORDER TO SEE IF IT IS FEASIBLE

WE CAN FIX MISSPELLINGS ON THE ART DESIGN, REDEFINE CUT-OFF IMAGE DUE TO ART DRAWN TOO CLOSELY TO THE TEMPLATE EDGES, OR GETTING RID OF LINES / DIRTY MARKS

THICKER CARD UP-GRADE YOUR CARDS WILL BE PROCESSED WITH 300GSM CARDS INSTEAD OF OUR STANDARD SCHOOL RANGE

ANY PACK QUANTITY CAN BE UP-GRADED FOR A DESIGN; IF YOU'D LIKE THE SAME DESIGN IN STANDARD & UP-GRADED PACKS, SIMPLY ENTER THE CARD REFERENCE AGAIN AND ORDER ACCORDINGLY

THIS FORM CAN ONLY BE FILLED WHEN OPENED IN ADOBE ACROBAT READER **CLICK ONTO LINK TO DOWNLOAD HTTP://GET.ADOBE.COM/UK/READER/**
TO PLACE YOUR ORDER, COMPLETE SECTION 1, 2, 3
TO RETURN THIS FORM . . . SAVE THE COMPLETED COPY, ATTACH THIS SAVED COPY TO YOUR EMAIL, SEND IT ALONG WITH ANY MESSAGE
WHEN WE RECEIVE THIS FORM, WE'LL EMAIL YOU WITHIN 48 HR YOUR PAYMENT OPTIONS OF BAC TRANSFER OR PAYPAL
YOUR PAYPAL INVOICE WILL BE SENT IN A SEPARATE EMAIL FROM PAYPAL, YOU DO NOT NEED TO HAVE AN ACCOUNT TO MAKE PAYMENT

SECTION 1: YOUR DELIVERY & CONTACT DETAILS THIS FORM IS FOR PERSONALISED ART CARD PROJECT ONLY, PROJECT THAT RETURNED A SAMPLE PROOF

PURCHASER'S 1ST NAME	
PURCHASER'S LAST NAME	
EMAIL	
TELEPHONE	
DELIVERY ADDRESS	
DELIVERY POSTAL CODE	

SECTION 2: CARD ORDER

	1 PACK	2 PACKS	3 PACKS	4TH PACK +	TOTAL PACKS	SINGLE PACK AMOUNT	2ND ART	RETOUCH ART	UP-GRADE CARDS	TOTAL UP-GRADED PACKS	TOTAL ORDER AMOUNT			
THE CARD REFERENCE CODE IS THE LONG NUMBERS/LETTERS/NAME LOCATED ON THE LOWER LEFT BACK OF THE SAMPLE CARD	£7	£11.50	£14.50	£4.25			£3	£2	£2					
PROVIDE YOUR CARD REFERENCE CODE IN THIS COLUMN	CHECK 1 OF 3 BOXES			STATE QUANTITY			CHECK BOX AS REQUIRED							
	☐	☐	☐		0	£0.00	☐	☐	☐	0	£0.00	0		RESET ROW
	☐	☐	☐		0	£0.00	☐	☐	☐	0	£0.00	0		RESET ROW
	☐	☐	☐		0	£0.00	☐	☐	☐	0	£0.00	0		RESET ROW
	☐	☐	☐		0	£0.00	☐	☐	☐	0	£0.00	0		RESET ROW
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	☐	☐	☐		0	£0.00	☐	☐	☐	0	£0.00	0		RESET ROW
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	0	0	0	0	0	£0.00	£ 0.00	£ 0.00	£ 0.00	0	£0.00	0		RESET TABLE

SECTION 3: DELIVERY

PLEASE REVIEW OUR PROCESSING POLICY AND OUR 3RD PARTY DELIVERY SCHEDULE LOCATED ON TOP OF THIS DOCUMENT

	CHECK A BOX ACCORDING TO YOUR ORDER SIZE			OPTIONAL EXTRA'S		TOTAL DELIVERY	TOTAL TO PAY AN INVOICE WILL BE SENT TO YOUR EMAIL WITHIN 48 HR	
	1-4 PACKS	5-8 PACKS	9+ PACKS	QUEUE JUMPER	UP-GRADE P&P			
YOUR TOTAL PACKS ARE INDICATED IN THE RED BOX ABOVE IN SECTION 2	£5	£6.50	£8.50	£4	£2.50		PAYMENT CAN BE MADE BY BAC OR PAYPAL	
CHECK APPROPRIATE BOX FOR YOUR DELIVERY, ADD OPTIONS IF REQUIRED	☐	☐	☐	☐	☐	£0.00	£0.00	RESET ROW