



Engraved Stationery Classic Range Order Form

Please use this form in conjunction with our Engraved Stationery Style Guide. When you have completed it post it to Leeming Brothers at the address on the reverse, fax it to us on 01962 732634 or email it to info@leemingbrothers.com.

If you have any queries or special requests that fall outside the scope of this order form please call us on 01962 738492. We offer a comprehensive bespoke service and would welcome the chance to talk about your requirements.

All stationery orders are despatched by courier. Please provide us with a delivery address where someone can provide a signature on receipt. Delivery starts at £12.50 for delivery in the UK Mainland. Please add this to your order at the end.

All our prices include VAT.

I. CHOICES

STATIONERY TYPE (Dimensions = height x width)	Please tick
A4 Letterheads (297mm x 210mm)	
Quarto Letterheads (10" x 8")	
Post Quarto Letterheads (9" x 7")	
A5 Letterheads (210mm x 149mm)	
Half Post Quarto Correspondence Cards (4.5" x 7")	
A6 Correspondence Cards (105mm x 149mm)	
Calling Cards (55mm x 87.5mm)	
At Home Cards (110mm x 155mm)	

TYPEFACE	Please tick
Walbaum	
Chevalier	
Palace Script	
Trajan	
Gill Sans	
New Baskerville	
Copperplate	
Bembo	

INK COLOUR	Please tick
Black	
Dark Blue	
Bright Blue	
Dark Red	
Brown	
Green	

PAPER COLOUR & TYPE	Please tick
Brilliant White Wove	
Brilliant White Laid	
High White Wove	
High White Laid	
Oyster Wove	
Oyster Laid	
Cream Wove	
Cream Laid	
Dutch White Board (At Home cards only)	

2. QUANTITIES

LETTERHEADS QUANTITY		Please tick
200	£155.00	
	STATE QUANTITY	
Per extra 100 thereafter	£30.00	

LETTERHEAD ENVELOPES		STATE QUANTITY
Per 100 Plain	£15.00	
First 100 Return Address	£75.00	
Per extra 100 thereafter	£40.00	

LETTERHEAD CONTINUATION SHEETS		STATE QUANTITY
A4, Quarto and Post Quarto Blank		
Per 100	£7.50	
A5 Blank		
Per 100	£5.00	

CALLING CARDS QUANTITY		Please tick
200	£120.00	
	STATE QUANTITY	
Per extra 100 thereafter	£25.00	

CORRESPONDENCE CARDS QUANTITY		Please tick
200	£145.00	
	STATE QUANTITY	
Per extra 100 thereafter	£30.00	

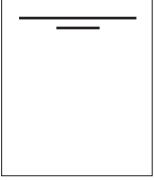

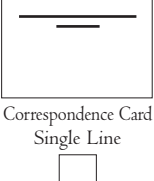
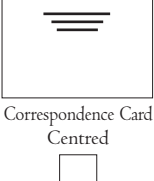
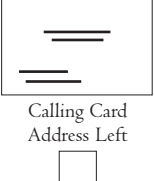

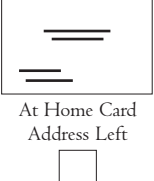
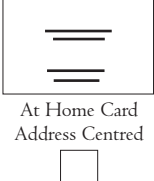
CORRESPONDENCE CARD ENVELOPES		STATE QUANTITY
Per 100 Plain	£15.00	
First 100 Return Address	£75.00	
Per extra 100 thereafter	£40.00	

AT HOME CARDS QUANTITY		Please tick
100 x 490gsm	£185.00	
100 x 600gsm	£195.00	
	STATE QUANTITY	
Per extra 100 thereafter	£40.00	

AT HOME CARD ENVELOPES		STATE QUANTITY
Per 100 Plain	£15.00	
First 100 Return Address	£75.00	
Per extra 100 thereafter	£40.00	

3. COPY & LAYOUT

Please enter clearly the details you want to appear on your stationery and tick your layout preference

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">L/Head Single Line <input type="checkbox"/></p> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">L/Head Centred <input type="checkbox"/></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">Correspondence Card Single Line <input type="checkbox"/></p> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">Correspondence Card Centred <input type="checkbox"/></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">Calling Card Address Left <input type="checkbox"/></p> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">Calling Card Address Centred <input type="checkbox"/></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">At Home Card Address Left <input type="checkbox"/></p> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">  </div> <p style="font-size: small;">At Home Card Address Centred <input type="checkbox"/></p> </div> </div>	
---	--

Please tick your preference for receiving a proof:

Fax

Email

Post

Enter the fax/email/address details for your proof: _____

Please check that you have done the following:

- Filled out all the boxes on the front page in Section One
- Selected the correct quantities in Section Two
- Provided the correct copy and your choice of layout in Section Three, and your proof preferences

Customer Details

Name _____

Address I _____

Address 2 _____

Postcode _____ Country _____

Tel _____

Fax _____

Email _____

Delivery Details (if different)

Name _____

Address I _____

Address 2 _____

Postcode _____ Country _____

Tel _____

Fax _____

Email _____

Delivery Preferences (Please Select)

Collect £0 UK Mainland 9-5pm £12.50 UK Mainland before Midday £17 Europe £30 Rest of World £50

Payment Details

Please enclose payment for the full amount of your order to the address at the bottom of the page adding the delivery cost.

I enclose a cheque for _____ payable to Leeming Brothers

Please debit my Visa Mastercard Maestro Solo Switch Issue Number (Switch only)

Card Number Start Date _____ End Date _____

Signature _____

SWAN COTTAGE · OLD ALRESFORD · HAMPSHIRE · SO24 9DZ

TEL: 01962 738492 · FAX: 01962 732634

EMAIL: INFO@LEEMINGBROTHERS.COM · WWW.LEEMINGBROTHERS.COM