



Engraved Stationery 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 orders@leemingbrothers.com.

All letterhead, correspondence card and At Home card orders include 100 matching envelopes. If you want extra quantities of envelopes or blank letterhead continuation sheets, please fill out the relevant boxes on the form.

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 prices include VAT. Delivery starts at £12.50 for deliveries in the UK Mainland. Please add this to your order at the end.

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	£145.00	
	STATE QUANTITY	
Per extra 100 thereafter	£30.00	

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

CONTINUATION SHEETS	STATE QUANTITY
A4, Quarto and Post Quarto Blank	STATE QUANTITY
Per 100	£7.50
A5 Blank	STATE QUANTITY
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	£135.00	
	STATE QUANTITY	
Per extra 100 thereafter	£30.00	

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

