

## Order Acknowledgement

|                           |                                                                          |              |                         |
|---------------------------|--------------------------------------------------------------------------|--------------|-------------------------|
| <b>Sales Office</b>       | Unit 3, Churchill Court, Hortons Way, Westerham, Kent, TN16 1BT          |              |                         |
|                           | <b>Telephone</b>                                                         | 01959 560500 | <b>Fax</b> 01959 563034 |
| <b>Accounts/Warehouse</b> | Bullhouse Mill, Lee Lane, Penistone, Sheffield, South Yorkshire, S36 9NN |              |                         |
|                           | <b>Telephone</b>                                                         | 01226 372700 | <b>Fax</b> 01226 370224 |

|                    |               |           |
|--------------------|---------------|-----------|
| Order ID           |               |           |
| Order Date         |               |           |
| Despatch Date      |               |           |
| Customer           |               |           |
| Address            |               |           |
| Customer Reference |               |           |
| Contact(s)         | Email Address | Telephone |

| Quantity                                                                                                                                                                                                                                                              | Type | Description | Price (£)   | Total (£) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|-------------|-----------|
|                                                                                                                                                                                                                                                                       |      |             | Order Total | 0.00      |
| All prices are subject to VAT at %.                                                                                                                                                                                                                                   |      |             |             |           |
| Important print information:                                                                                                                                                                                                                                          |      |             |             |           |
| Please note, screen printed orders can be printed in either uncoated (U) or coated (C) ink. These can differ in colour so please check the pantone books before approval to confirm your client is happy to proceed. For Digital UV print we match to coated colours. |      |             |             |           |

**Notes**

**To prevent delays in processing your order please check all details and submit your order acknowledgement as soon as possible.**