

2019 EDITION TIME TRACKS ORDER FORM

Your order cannot be processed until ALL the details on this form are completed.

School: _____ Contact Name: _____
Contact Email: _____
Delivery Address: _____
Suburb: _____ State: _____ Postcode: _____
Phone: _____ Fax: _____
Accounts Email: _____ School Order Number: _____

PLEASE NOTE: All Invoices will be emailed to the above Accounts email address.

Please complete when ordering a CUSTOM OR GENERIC TIME TRACKS DIARY

CUSTOMISED (minimum 80 copies)

SPECIFY QUANTITY _____

COVER MATERIAL (Please tick ✓ your preferred Cover)

Polypropylene cover design in 1 colour screen print \$5.15

Full colour cover design \$5.75

COVER AND BINDING COLOUR

View our standard colours on opposite page. If requesting own ink colour please provide the Pantone colour or a swatch.

Cover Poly Colour (Front) _____

(Back) _____

Ink Colour _____

Binding Colour _____

LAYOUT COVER

Is the design the same as previous years? YES NO

Want a new look? Let our designers do this for you. Email your images or logos electronically in ai, eps, jpeg or pdf format. Faxed and photocopied versions are not suitable.

Note: If cover design artwork is new, allow a once only cover design set-up of \$110.

SCHOOL CONTENT PAGES

Additional inside customised printed pages

(Positioned in front featuring your school's own special information pages, graphics, photos etc.)

(Please tick ✓) YES NO Specify no. of pages _____
(we will provide a quote confirming cost)

EXTRAS

SECURA SLEEVE \$0.80 each

Quantity: _____

Please tick ✓ YES NO (Fitted)

Position: Front Rear

CLEAR VINYL JACKETS \$0.85 each

Quantity: _____

Please tick ✓ YES NO (Supplied unfitted)

BOOKMARK RULERS \$0.55 each

Quantity: _____

Please tick ✓ YES NO (Supplied unfitted)

GENERIC (no minimum quantity required)

QUANTITY _____

Your preferred generic colour combination (Please tick ✓):

Polypropylene cover design – Basic price \$4.80

- Heritage green cover/Yellow ink/Yellow coil
- Navy blue cover/Sky blue ink/Sky blue coil
- Marine (Royal) blue cover/White ink/White coil
- Maroon cover/White ink/White coil

NOTE: 10% GST will be added to all price components.

DELIVERY DETAILS

Delivery at COST (+ GST) to your Office at a time to suit you. Please use the dates shown below as your guideline as to when you need to place your order and submit copy.

Please tick ✓ your preferred delivery date:

Submit your order **BEFORE:** **Delivery Date:** (week ending)

13th August 2018

14th December 2018

26th October 2018

25th January 2019

PLEASE NOTE: If we receive your order after this date you will receive your order from the 29th January 2016.

Date when school office reopens: _____

Specific date required: _____

CONFIRMATION

Today's Date: _____

School Order No.: _____

NOTE: ORDERS CANNOT BE CANCELLED AFTER ORDER SUBMISSION

Your Signature: _____

Please print your name: _____

Please return this completed order confirmation together with an official school order to:

PRODUCT DYNAMICS A Division of Quantum Pharmaceuticals P/L

101 Seaford Place, Seaford Victoria 3198

Freecall: 1300 155 631 Fax: (03) 9786 5847 Email: timetracks@productdynamics.com.au