

2020 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
 Trans cover design \$5.75 - New for 2020

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)

5th August 2019

October - December 2019

7th October 2019

28th January 2020

PLEASE NOTE: If we receive your order after this date you will receive your order from the 28th January 2020.

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

TERMS & CONDITIONS

- This quotation is based upon the quantity as shown on reverse side of this quotation. Any decrease in quantity ordered to quantity quoted will affect the unit price of this quotation.
- NO CANCELLATIONS are acceptable after submission of your order to Product Dynamics.
- This quotation is valid until the order deadline date corresponding to the customer nominated delivery date. (Please refer to dates shown on reverse side). Product Dynamics reserves the right to amend this quotation should orders be received AFTER this date.
- All artwork designed by us remain the property of Product Dynamics and are copyright. Clients will supply artwork for editing purposes only and via hardcopy or our online marking system ProofHQ.
- Prices do not include the cost to re-draw, amend or enhance poor quality logos supplied by clients, nor do they include complicated graphics designs. Location maps (if supplied by the client for redrawing/reproduction) must be supplied in a clear, legible format. Changes to artwork and text at final proof stage will incur authors alterations charges.
- Freight: Unless otherwise instructed, Product Dynamics will ship orders via our contracted freight company, whose rates have been negotiated at very competitive levels. The client agrees to pay such costs. Where a delivery is made and additional "waiting time" OR "fuel levy" is charged, the client agrees to pay such additional cost.
- Product Dynamics does NOT require clients to pay a deposit. However, our terms of trading are NETT 7 DAYS from receipt of invoice.
- Product Dynamics undertakes to ensure that the invoice value matches the quotation value. In circumstances where quantity and/or specifications change and the quoted price alters, clients will be advised prior to any work taking place. Author's alterations charges (an unknown factor at time of quotation) will be charged as additional cost.