

# Order Form For Exercise Books

In this pack you will find a details page, order form, and product details and prices. Please read all the pack carefully before filling it in so that no mistakes are made.



Please fill out the form below in block capitals in as much detail as you can.

Name of School:

Address:

Post Code:

Email: (REQUIRED)

Contact Name:

Date:

PO Number:

Delivery Address if different from above:

Name of School:

Address:

Post Code:

## COMPLETE THE ENTIRE FORM AND FILL IN THIS SECTION AT THE END

To keep things simple, we have a couple of boxes we need you to tick so that we know you have understood everything and that we know what you want in a simple format.

I have read and understood everything on the order form

I have provided all the information you have asked for

We are ordering books with the following personalisation  None  Black  Colour  FCD



# Full Product Details and Prices

## Book Sizes

| Code | What it is    |
|------|---------------|
| OS   | 305mm x 216mm |
| A4   | 297mm x 210mm |
| 9x7  | 229mm x 178mm |
| 8x6  | 203mm x 152mm |
| 8x4  | 210mm x 100mm |

## Page Numbers

| Code | What it is                 |
|------|----------------------------|
| 32   | 32 pages or sides of paper |
| 48   | 48 pages or sides of paper |
| 64   | 64 pages or sides of paper |
| 80   | 80 pages or sides of paper |

## Cover Colour

| Code | What it is  |
|------|-------------|
| SLB  | Light Blue  |
| SDB  | Dark Blue   |
| SLG  | Light Green |
| SDG  | Dark Green  |
| SGO  | Gold        |
| SPU  | Purple      |
| SYE  | Yellow      |
| SRE  | Red         |
| SCR  | Cream       |
| SOR  | Orange      |
| SRA  | Raspberry   |
| SDA  | Daffodil    |
| SPI  | Pink        |

## Lamination

| Code | What it is              |
|------|-------------------------|
| No   | No lamination           |
| Yes  | Glossy coating to cover |

## Logo Printing

| Code | What it is   |
|------|--|
| None | No Logo  |
| OP   | Black Logo printed on coloured card                    |
| OPC  | Colour Logo printed on coloured card                   |
| FCD  | Full Colour Design - your design printed on white card |

## Rulings

| Code    | What it is                   |
|---------|------------------------------|
| FLP08   | Fully Lined 8mm With Margin  |
| FLP10   | Fully Lined 10mm With Margin |
| FLP12   | Fully Lined 12mm With Margin |
| FLP15   | Fully Lined 15mm With Margin |
| FLP08NM | Fully Lined 8mm No Margin    |
| FLP10NM | Fully Lined 10mm No Margin   |
| FLP12NM | Fully Lined 12mm No Margin   |
| FLP15NM | Fully Lined 15mm No Margin   |
| MMS07   | Fully Squared 7mm            |
| MMS10   | Fully Squared 10mm           |
| MMS15   | Fully Squared 15mm           |
| MMS20   | Fully Squared 20mm           |
| EYM10   | Alt. Blank and 10mm Squared  |

| Code  | What it is                        |
|-------|-----------------------------------|
| EYA08 | Alt. Blank and 8mm Lined          |
| EYA10 | Alt. Blank and 10mm Lined         |
| EYA12 | Alt. Blank and 12mm Lined         |
| EYA15 | Alt. Blank and 15mm Lined         |
| EYA20 | Alt. Blank and 20mm Lined         |
| EYS10 | Split Blank and 10mm Lined        |
| EYS12 | Split Blank and 12mm Lined        |
| EYS15 | Split Blank and 15mm Lined        |
| STB02 | Blank Pages                       |
| MUS03 | Alt. Music Staves and 8mm Lined   |
| HWB01 | 16/4mm Red/Grey Handwriting Lined |
| HWB02 | 21/6mm Red/Grey Handwriting Lined |

## Prices (find your book size and page number, then add any additional costs)

|          | 32 Pages | 48 Pages | 64 Pages | 80 Pages |
|----------|----------|----------|----------|----------|
| 8x4      | 31p      | 35p      | 39p      | 44p      |
| 8x6      | 36p      | 43p      | 47p      | 53p      |
| 9x7      | 44p      | 51p      | 56p      | 66p      |
| A4       | 48p      | 58p      | 62p      | 71p      |
| OS (A4+) | 58p      | 68p      | 72p      | 81p      |

### Additional Costs

- Handwriting Pages - If you have chosen HWB01 or HWB02 then add 1p per book.
- Full Colour Cover - If you have chosen OPC or FCD then add 3p per book.
- Lamination - If you have chosen to laminate the books then add 8p per book.
- Personalisation - If you have chosen OP, OPC or FCD and your total order is less than 500 books then add £30+VAT to your order. Otherwise this is free.
- Handling Fee - All orders are subject to a £6.95+VAT handling fee.

Prices are per book, books are sold in packs of 10 and the prices are excluding VAT. Minimum quantity is 100 per type of book.