

Reference Number

CLOTHING ORDER FORM



STEP 1. ORDER ADDRESS

Contact Name

Telephone

Address

Post code

STEP 2. IMAGE POSITION (Printed up to A4 size)

Front Back Left sleeve Right Sleeve

STEP 3. If you require a more bespoke approach to the design, click here to add instructions.

Text Colour, Font Colour and Special instruction (May be subject to extra Charge)

STEP 4. CUSTOMISE SELECTION (Please select one style)- Additional cost apply minimum charge £5.00

FRONT LAYOUT

STEP 4b. CUSTOMISE SELECTION (Please select one style)- Additional cost apply minimum charge £5.00

BACK LAYOUT

STEP 5. CLOTHING TYPE

	COLOUR	QUANTITY / SIZE	Single Sided Printing	Double Sided Printing	RATE
<input type="checkbox"/> T-Shirt from £10		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ladies Fitted Shirt from £15		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Polo Shirt from £15		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Kids/Children Shirt from £10		Age 3/4 5/6 7/8 9/11 12/13	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sweat Shirt from £15		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Hoodie from £18		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Baseball Shirt from £14		XL L M S	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other...e.g Jersey, Customers' T-Shirt or material etc	Refer to section 14 of Terms & Conditions				

PRINTING PRICE

£	:
£	:
£	:
£	:
£	:
£	:
£	:
£	:
£	:
£	:

STEP 6. DELIVERY

collect from production hub collect from store deliver locally

before 5.00pm Date: _____

YOUR SIGNATURE **PRINT NAME** **DATE**

X _____

Data Protection: The eXact Print reseller may pass your details to exact office Ltd for account management and marketing purposes. This data may be held after the termination of any trading relationship you may have with the exact print reseller. By signing below you consent to your data being processed in this manner all orders accepted subject to standard Terms and Conditions – see reverse (PLEASE READ TERMS & CONDITION BEFORE SIGNING)

eXact Print Digital Printing Document Finishing Displays & Banners Business Copying
 Tel: 020 7701 2515 email: design@exactoffice.com web: www.exactoffice.com

By Signing this order form confirms that you have seen sample of our demonstration printing, and that you agree with us to use the same printing technique for you.

ExactPrint is a trading style of Exact Office Ltd. Registered in England Number 05895807. Registered Office: The Print House, 174 Old Kent Road, London SE1 5TY

FOR INTERNAL USE ONLY Original=File at store Duplicate =Customer copy

ARTWORK DETAILS – please attach your completed written brief **ExactPrint Adviser (Name)**

Hard copy Location and Name of file i.e downloads / customer picture folder

Soft copy

DELIVERY PRICE

£	:
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SUBTOTAL

£	:
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VAT @17.5%

£	:
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FINAL TOTAL
 payable on approval of artwork OR within approved account terms

£	:
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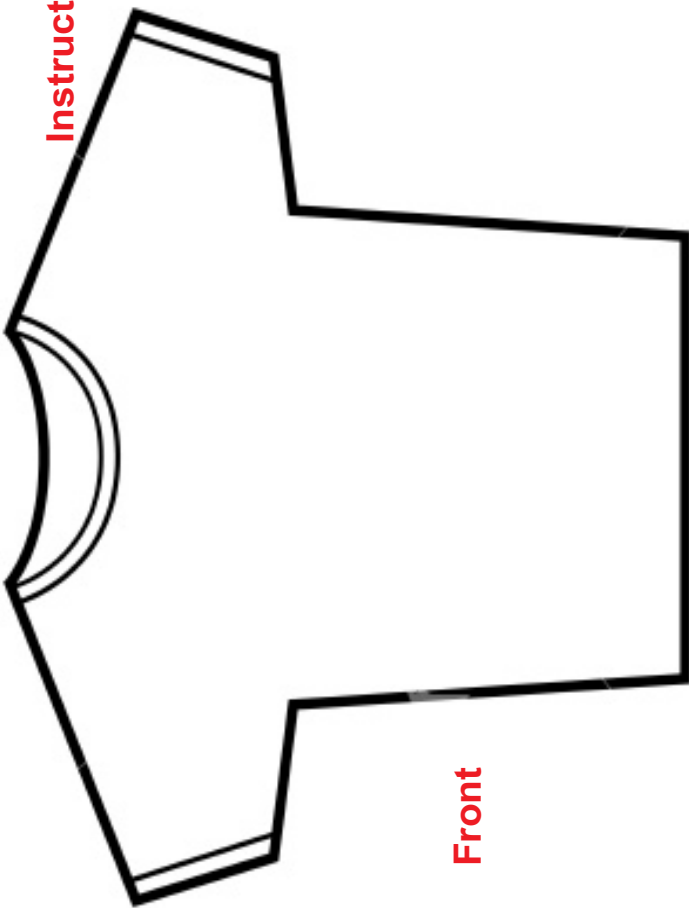
DEPOSIT PAID

£	:
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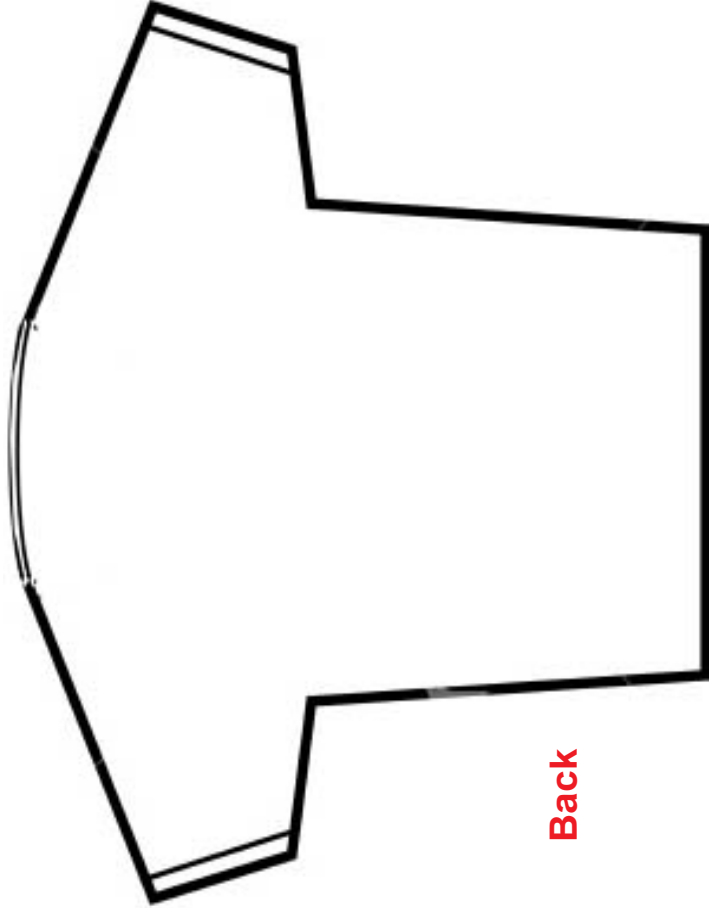
BALANCE DUE

£	:
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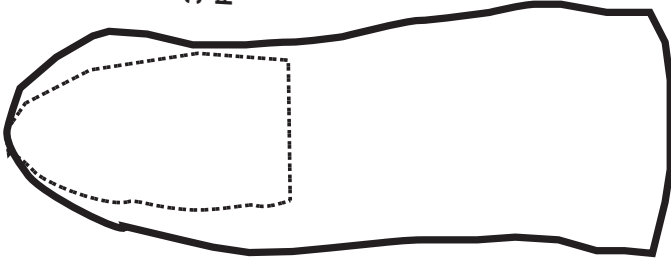
Instruction Layout Plan Guide



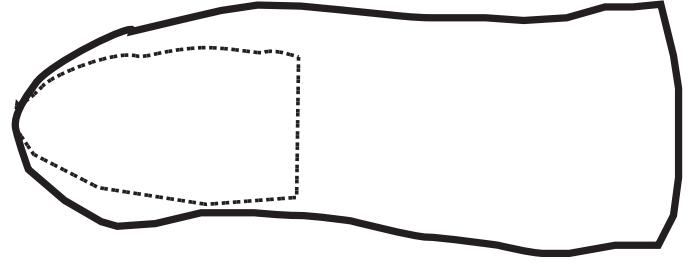
Front



Back



**Right
Sleeve**



**Left
sleeve**

30% Discount when
printing on Front or Back