



Box-2-Box Pty Ltd ABN 46 131 445 951 P: 1300 53 88 53 E: sales@377print.com.au
 Office : 50 Windsor Road, Northmead NSW 2152 W: www.377print.com.au

Booking Confirmation Form

Please fill in, sign & return via fax or email for booking to proceed

Business Name: _____ **Contact Name:** _____

Address: _____

Suburb: _____ **Postcode:** _____

Email: _____

Phone: _____ **Fax:** _____ **Mobile:** _____

Booking Date: ____ / ____ / ____

Leaflet / Stationery – Full Colour

Single Sided / Double Sided 150gsm gloss paper 350gsm - No cello finish 400gsm - Matt / Gloss cello both sides

Size: A3 A4 A5 A6 DL A4 Letterhead DL Envelopes **Qty :** _____

If folding required YES / NO : finish size: A3 to A4 / A4 to DL / A4 to A5

Business Cards: 350gsm No finish / gloss one side 400gsm **Finish:** Gloss / Matt Both Sides **Qty :** _____

Banners / Signs: **Size :** _____ **Type :** Light / Heavy / Pull up/ A-Frames / Corflute **Qty :** _____

Posters: **Size :** A3 / A2 / A1 Single Sided 150gsm / 250gsm / 350gsm / Recycled Paper 100gsm **Qty :** _____

Magnets : **Size :** _____ Full colour, 1 sided or Card Mounted **Qty :** _____

Other Items Please Specify : _____

Size : _____ **Single / Double sided** **Qty :** _____

Distribution Required: YES / NO

Customer Artwork Filename: _____

Artwork Required: YES/NO **Customer Supplied Artwork:** YES/NO **Artwork Cost:** \$ _____ + gst

Print Cost : Leaflets / Stationery **Printing Cost:** \$ _____ + gst

Print Cost : Business Cards **Printing Cost:** \$ _____ + gst

Print Cost : Banner / Signs **Printing Cost:** \$ _____ + gst

Print Cost : Posters **Printing Cost:** \$ _____ + gst

Print Cost : Magnets **Printing Cost:** \$ _____ + gst

Print Cost : Other **Printing Cost:** \$ _____ + gst

Courier : _____ **Courier Cost:** \$ _____ + gst

Courier Details : Address (Please specify if different to above) Residential / Business address (pls circle)

Address : _____

TOTAL INVOICE AMOUNT **\$** _____ **+ gst**

PAYMENT MUST BE RECEIVED BEFORE PRINTING CAN COMMENCE

Printing will take place once payment and print ready artwork has been received.

Bank details for EFT payment are: Newcastle Permanent Account Name: Box-2-Box BSB: 650 300 Account No: 506 254 104

By signing this BCF you are agreeing to all our terms and conditions for your printing as per our website : www.377print.com.au

Signed: _____

Date: ____/____/____



Printing Booking Confirmation Terms and Conditions

Applicable for all printing carried out by Box-2-Box Pty Ltd/The 377 Print Company:

- 1) **Quotes.** All quotes for distribution, graphic design and printing from Box-2-Box Pty Ltd or The 377 Print Company are valid for 7 days following the date of email transmission or dated noted on formal quote.
- 2) **Payment.** We request payment (EFT, credit card or cash) prior to printing commencing. If paying by credit card over the phone, you must email us authorising us to charge your credit card, along with the amount, the last four digits of the card number and the name on the credit card. If paying by EFT, please include your invoice number in the description.
NOTE: WE DO NOT ACCEPT CHEQUES
- 2) **Cancellation Policy.** After payment has been finalised and before printing commencement, a refund of 80% of the total print cost will be reimbursed to the client. Once printing has commenced, no refund will be given.
- 3) **Artwork.** If artwork is supplied to us, it must be checked and in print ready format. We will take no responsibility for the final outcome of the print job. If we are doing your artwork, you **must** email your approval of the artwork, stating that it is okay to print or print out the proof, sign it and fax it back. No printing will occur unless this is done. All artwork generated by us, will remain the property of Box-2-Box / The 377 Print Company/The 377 Print Packaging Company. Should client require a print ready version of their artwork, then a release fee will be applicable.
- 4) **Design Service.** Artwork design service fee includes the following:
 - Two layouts generated with two sets of minor changes included to chosen design.
 - One high res photo library image for DL, A5, A6 size leaflets and two high res photo library images for an A4 size leaflet.Final artwork approval must be provided in writing.

No liability or compensation will be given to any client for delays in printing.

How did you hear about us: (Please tick)

- Google/Other Search Engine
- Brochure
- Referral
- Other (Please indicate): _____

Office Hours: Monday – Friday 10:00am – 4:30 pm