

OFFICE ORDER NO: PLEASE QUOTE ON ALL CORRESPONDENCE		Tolley Badges Ltd 51-55 Enville Road Kinver Stourbridge DY7 6BX Tel 01384 878550 info@tolleybadges.co.uk
YOUR REF:		
TOLLEY'S QUOTATION/LETTER DATED:		
ADDRESSED TO:		

CUSTOMER NAME AND ADDRESS:	INVOICE ADDRESS: (if different)	DELIVERY ADDRESS: (if different)
<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>

PLEASE SELECT THE TYPE OF BADGE EMBROIDERED WOVEN WOVEN RIBBON EDGE FINISH OPTIONAL EXTRAS: Extra charges apply	BACKGROUND COLOUR OVERLOCK COLOUR
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QUANTITY:	SIZE:	SHAPE:	DATE REQUIRED:	PRICE EACH EXCLUDING VAT

PLEASE SPECIFY EXACT WORDING ON BADGE:

IF YOU NEED TO MAKE ANY COMMENTS PLEASE TYPE HERE	<p>IF YOU NEED SPECIFIC COLOURS, PLEASE USE PANTONE REFERENCES OR SUPPLY SAMPLES. YOU CAN SUPPLY ARTWORK IN ALL FORMATS, BUT OUR PREFERRED FILE TYPES ARE: EDITABLE FILES IN THE ORIGINAL FORMATS OF CORELDRAW, ILLUSTRATOR, PDF, & EPS FOR PC. MAC FILES MUST BE CONVERTED FOR PC FIRST</p> <p>COLOURS WILL BE MATCHED AS CLOSE AS MANUFACTURING PROCESSES ALLOW, BUT PLEASE NOTE SLIGHT DIFFERENCES MAY OCCUR. IF COLOURS ARE CRITICAL PLEASE ASK FOR PHYSICAL SAMPLES TO BE PRODUCED. THIS WILL ADD A FURTHER 2 WEEKS FOR FINAL DELIVERY BUT WILL ALLOW FOR COLOURS (NO DESIGN CHANGES) TO BE MADE.</p> <p>ATTACHMENT NAME</p>
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DETAILS OF PREVIOUS ORDER IF APPLICABLE I.E. NAME OF LAST PERSON WHO ORDERED INVOICE NUMBER/ORDER NUMBER

N.B. PLEASE SUPPLY DAY TIME TELEPHONE NUMBER & EMAIL ADDRESS

NAME:	TEL:
DATE:	EMAIL:

PLEASE CHECK ALL REQUIRED SHADED BOXES ARE COMPLETED

I am 18 or over and have read and agree with the terms and conditions available on your web site. (A copy of the terms & conditions will also be sent to you with our order acknowledgement. Orders cannot be accepted if this box is not checked).

THANK YOU FOR YOUR VALUED ORDER

FOR OFFICE USE BELOW ONLY

ORDER ACKNOWLEDGEMENT

ARTWORK IN

ARTWORK SENT

ARTWORK APPROVED

PPS