033-Xmas Order form_Layout 1 06/05/2011 16:09 Page 1

Webb Ivory

How to Order Personalised Items

Send to: Webb Ivory, Preston PR0 2QP

1. All personalised items are specially produced to your exact requirements. Therefore, it is extremely important to take extra care when completing the details of these items.
2. Enter the quantity required for each item you are ordering in the special boxes provided. Please print clearly in BLOCK CAPITALS e.g. ABC etc. Pay particular attention to the clarity of I L S U V D M W H.
3. If you require initials on any item, please ensure you enter full stops between each initial.
   Example: S • T • D •
4. ALWAYS USE ONE BOX PER LETTER
5. Always leave an empty box between each word.
6. Each item has a maximum number of letters which we can show on that item. Unfortunately, we are unable to supply items with personalised details in excess of this maximum.
7. If you require an item without personalised details, please put a line through the boxes. DO NOT LEAVE THEM BLANK.
8. Please allow 21 days for delivery for all personalised items.

IMPORTANT. Do not exceed the maximum number of letters allowed for each item. Remember that a space between words counts as 1 letter.

QTY REQ	ITEM REFERENCE	PAGE NO.	CAT.PRICE EACH	COLOUR
	- -			

MOTIF	ITEM DESCRIPTION

PERSONALISATION REQUIRED REFER TO YOUR CATALOGUE
FOR THE MAXIMUM NUMBER OF LETTERS AVAILABLE FOR EACH ITEM.

QTY REQ	ITEM REFERENCE	PAGE NO.	CAT.PRICE EACH	COLOUR
	- -			

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MOTIF	ITEM DESCRIPTION

DELIVERY ADDRESS If you require your whole order to be delivered to a different address than your own, please fill in the details below.

Mr Mrs Ms Miss

PLEASE USE BLOCK CAPITALS

Forename

Surname

House No

Postcode -

Tel No. -

110-495-45 WA11304862 7580

Fundraising is governed by The Charities Act 1992. Webb Ivory is a trading style of Express Gifts Ltd Registered Office: Express Gifts Limited, 2 Gregory St, Hyde, Cheshire, England, SK14 4TH

Webb Ivory

WFAW11

PLEASE QUOTE ORDER CODE
033WW

Christmas 2011
Priority Order Form

OFFICE USE ONLY

25% FUNDRAISING DONATION ON EVERY SINGLE ITEM

YOUR OWN ORDER NUMBER
No.
To help you and our office in the event of any queries, please keep a reference of which order this is. If this is your first order of the season, put 1, put 2 for second and so on.
Date

Fundraiser Account No.

YOUR ADDRESS

Mr Mrs Ms Miss

PLEASE USE BLOCK CAPITALS

Forename

Surname

House No

Postcode -

Tel No. -

NOTE: If you have changed your address please compete the panel on the right.

CARRIAGE AND PACKING
Postage and Packing is FREE for catalogue Pack orders only. There will be a fixed charge of £4.99 per order within mainland UK. £5.99 to N. Ireland, £6.00 to the Scottish Offshore Islands and specified remote parts of the Scottish mainland*, £7.50 to the Isle of Man, Channel Islands and Scilly Isles.
*please contact the Careline for details.

Careline For information and advice call
0871 376 9977
8am - 10pm 7 days a week.
Or visit our web site: **www.webbivory.co.uk**

CHANGE OF ADDRESS
If you have changed your name or address, please fill in your PREVIOUS name/address details below.

Mr Mrs Ms Miss

PLEASE USE BLOCK CAPITALS

Forename

Surname

House No

Postcode -

Tel No. -

Orderline
0844 800 2552
Opening Hours: 8am-10pm. Seven Days a Week

Order by Fax
01254 30 32 23

Or order via or website: www.webbivory.co.uk
Remember to quote your order code and Fundraiser account number when placing orders.

Webb Ivory

PLEASE QUOTE ORDER CODE
033WW

Priority Order Form

How to Order

1. First check that your name and address are stated correctly on the label at the top of the order form. If they are incorrect, please complete the correct details in the box provided.
2. Enter the quantity of each item you require in the **'QUANTITY REQUIRED'** column. (Remember, a 'pack' or 'set' counts as ONE item).
3. Full details on ordering personalised items are given on page 4.
4. **Return your order form to Webb Ivory in the envelope provided.**

POINTS TO NOTE:

1. **Delivery**: Please allow up to 14 days for delivery of your parcel.
2. **How Much Can I Order?** You can order as much as you like up to your credit limit. Orders above your credit limit should be accompanied by a payment for the difference.
3. **Payment Responsibility:** You are responsible for paying us the price of the goods that you order for yourself. As our agent you are also responsible for paying us the price of the goods ordered by your supporters. If any of your supporters fails to pay for the goods we have supplied to them through you, please contact Customer Services. We advise you to collect your supporters' payments either when they order or when you deliver the goods. In accordance with the undertaking given to supporters in the Webb Ivory Catalogue, by submitting this order you thereby agree to act as agent in connection with supporters donations and pass them on in full to your nominated good cause.
4. **When Do I Pay?** When you receive your order you will also receive an invoice telling you how much and when to pay. You can choose to pay in many ways including by Visa, Mastercard or Maestro. Full details with your invoice.
5. **Customer Service:** In order for us to more accurately resolve any financial/balance queries you may have, your telephone call to us may be recorded or monitored (in accordance with Oftel regulations).

QTY. REQ.	ITEM REFERENCE												COLOUR CODE			DESCRIPTION OF ITEM	PAGE No.	CAT. PRICE EACH PACK	
1	1	2	3	-	4	5	6	-	7	8	W	W				LUCKY DIP ERASERS (EXAMPLE ONLY)	5	£4	99
1	0	0	4	-	1	1	0	-	9	4	W	W				CERAMIC COASTERS (EXAMPLE ONLY)	89	£15	00
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DON'T FORGET TO ORDER YOUR PERSONALISED ITEMS OVERLEAF.

PERSONALISED TOTAL		
TOTAL		
CARRIAGE & PACKING		
TOTAL PAYABLE		

Order your additional Fundraising Support items here

Make sure you have sufficient stocks of the following items to help keep your fundraising on target.

DESCRIPTION	YOU PAY	QUANTITY REQUIRED	ITEM REFERENCE
STANDARD SINGLE CATALOGUE	32P		110-495-02WW
STANDARD 10 CAT PACK	£1.60		110-495-53WW
STANDARD 20 CAT PACK	£3.20		110-495-88WW

DESCRIPTION	YOU PAY	QUANTITY REQUIRED	ITEM REFERENCE
SUMMARY SHEETS	FREE		110-496-18WW
REPLACEMENT STAT PACK	FREE		110-495-45WW

Please Note: Order number of PACKS you require e.g. 1 pack of 5 catalogues. Carriage for postage and packing is FREE for catalogue pack orders.

Webb Ivory

PLEASE QUOTE ORDER CODE
033WW

Priority Order Form

Careline

If you require any help or advice on placing your orders, call our careline on

0871 376 9977

8am - 10pm 7 days a week. WE'LL BE HAPPY TO HELP

QTY. REQ.	ITEM REFERENCE												COLOUR CODE			DESCRIPTION OF ITEM	PAGE No.	CAT. PRICE EACH PACK	
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1	0	0	4	-	1	1	0	-	9	4	W	W				CERAMIC COASTERS (EXAMPLE ONLY)	89	£15	00
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PERSONALISED TOTAL		
TOTAL		
CARRIAGE & PACKING		
TOTAL PAYABLE		

DON'T FORGET TO ORDER YOUR PERSONALISED ITEMS OVERLEAF.