THE POSTCARD COMPANY
sales@thepostcardcompany.co.uk
tel +44 (0)116 2779537 - fax +44 (0)116 2778623

• the postcard company • a division of annalex uk limited •
• unit b6 • blaby industrial park • winchester avenue • blaby • leicester • le8 4gz • united kingdom •
• tel +44 (0) 116 277 9537 • fax +44 (0) 116 277 8623 •
• www.thepostcardcompany.co.uk • sales@thepostcardcompany.co.uk •
• VAT number - 620 2293 81 •

Order Form

Date : / /
Buyer : ______________________
Ref No / Order No. : ______________________
Sold to : ______________________
Address : ______________________
____
____
Post Code : ______________________
Phone No : ______________________
Fax No : ______________________
e-mail Address : ______________________

Del. Address (If different to above)

Ship to : ______________________
Address : ______________________
____
____
____
Post Code : ______________________
Phone No : ______________________

Account Details & Back Order Info

- New Account • Re-Order
- Please ship Back Orders
- Please **do not** ship Back Orders

Please tick applicable boxes

Type of Business

- Cards & Gifts • Dept. Store
- Record / Video • Book Store
- Stationary • Florist • Specialist
- Other

Please tick applicable boxes

Information

Returns : All sales are final. No unauthorised returns accepted.
Back Orders : We will back order as appropriate unless otherwise indicated on order.
Acceptance : This order is submitted for acceptance only and is not binding until approved and accepted by The Postcard Company

All claims for missing or damaged goods must be made within 5 days of receipt of invoice. All merchandise is being shipped insured. If shipment arrives damaged , save box and make a claim to the carrier. We reserve the right to correct item numbers and prices quoted in error. All collection costs and legal fees for overdue accounts will be added. Interest of 20% per annum will be added to overdue accounts monthly.

Qty	Item No.	Pack Price	Qty	Item No.	Pack Price
1	105-532	£2.00		Example line	

Buyer Signature : ______________________

Total £ ______________________

Please note that our minimum order is £50.00 (Excl VAT) and our carriage paid order level is £150.00 (Excl VAT). All orders below this will be subject to a £10.00 carriage charge.
Payment terms are cash/cheque/credit card with order, except where an authorised credit account has been opened.