

# CARD PRICE LIST AND ORDER FORM

Listed below are the prices per card (excluding VAT) for orders of 100 - 3,000 cards. For larger quantities please telephone (01372) 459579 for a quotation. These prices include envelopes and standard personalisation inside the cards in black ink. A proof of the inside of your cards is automatically sent **FREE** of charge.

QUANTITY		Early Order Discounts			STANDARD PRICE
		Until 17 <sup>th</sup> September*	Until 9 <sup>th</sup> October*	Until 6 <sup>th</sup> November*	
100 - 200 cards	Square Cards	£0.99	£1.11	£1.17	£1.32
	Rectangular Cards	£1.03	£1.16	£1.22	£1.37
	Foiled Cards	£1.07	£1.21	£1.29	£1.42
201 - 300 cards	Square Cards	£0.80	£0.91	£0.96	£1.07
	Rectangular Cards	£0.84	£0.96	£1.01	£1.12
	Foiled Cards	£0.88	£1.01	£1.07	£1.17
301 - 500 cards	Square Cards	£0.75	£0.84	£0.89	£1.00
	Rectangular Cards	£0.80	£0.89	£0.95	£1.06
	Foiled Cards	£0.83	£0.95	£1.00	£1.11
501 - 1,000 cards	Square Cards	£0.65	£0.74	£0.78	£0.87
	Rectangular Cards	£0.70	£0.79	£0.84	£0.93
	Foiled Cards	£0.74	£0.85	£0.89	£0.98
1,001 - 3,000 cards	Square Cards	£0.63	£0.71	£0.75	£0.84
	Rectangular Cards	£0.67	£0.76	£0.80	£0.89
	Foiled Cards	£0.71	£0.81	£0.86	£0.95
<b>Blank Cards</b>	Square Cards	£0.59	£0.68	£0.71	£0.78
	Rectangular Cards	£0.63	£0.73	£0.76	£0.84
	Foiled Cards	£0.67	£0.78	£0.81	£0.89

Further quantity discounts can apply for orders of 3,000 cards or more. Please telephone (01372) 459579 and ask for Charity Collection Quotes.

\* To qualify for an early order discount payment must be received by the deadline date.

## BLANK CARDS

Cards can be supplied blank with digital artwork of the charity acknowledgement. Please bear in mind these cards are COMPLETELY BLANK inside. (There is no charity logo or Christmas greeting.)

## EXTRAS

- Delivery on orders under 500 cards **£10.00** (FREE on orders of over 500 cards)
- Non standard layout, typeface or greeting **£15.00**
- Logo or Signature **£20.00**
- Alternative Colour **£20.00**

## COLOUR PERSONALISATION CHARGES

We can personalise the inside of your cards in up to 5 colours.

QUANTITY	Any 2 Colours	Any 3 Colours	Any 4 Colours	Any 5 Colours
100 - 200 cards	£37.00	£75.00	£113.00	£151.00
201 - 300 cards	£47.00	£92.00	£135.00	£178.00
301 - 500 cards	£60.00	£113.00	£162.00	£210.00
501 - 1,000 cards	£77.00	£145.00	£200.00	£254.00
1,001 - 3,000 cards	£132.00	£210.00	£276.00	£340.00

## FRONT PERSONALISATION

Some of our designs can also be personalised on the front.

FOIL BLOCKED FRONT PERSONALISATION costs £25 + 12p per card.

LITHO-PRINTED FRONT PERSONALISATION costs £25 + 12p per card **per colour**

## PRINTED ENVELOPES

We can also print the envelopes of your cards please call for a quote. Tel: 01372 459579.

## CHARITIES



Registered Charity No. 235825



Registered Charity No. England & Wales (209617) and Scotland (SC038979)



Registered Charity in England and Wales (261017), Scotland (SC039907) and the Isle of Man (604)



Registered Charity No. 207994 (England & Wales) SC038731 (Scotland)



Charity registration numbers: 216401 and SC037717



Charity registered in England, Scotland and the Republic of Ireland 209603

# How to order

Simply select a design and complete the order form opposite. The price per card is determined by the total number of cards you are ordering and **EARLY ORDERS qualify for a discount!** Refer to the table at the front of this brochure to calculate the cost. *(Please note prices quoted are for one design with one personalisation layout, please contact us for a quote if you require more than one card or several personalisation layouts.)*

The price includes personalisation of the cards in **BLACK INK** using one of our **STANDARD GREETINGS** and **STYLES**. Please select a greeting and style on the layout sheet overleaf and show us exactly what you would like printed inside the cards and where you would like it to appear. Every card will also carry a charity acknowledgement on page 2.

## ORDER CONFIRMATION & FREE LAYOUT PROOF

We send a prompt written confirmation of your order. Please phone us if you have not received it within seven days of sending your order. You will also receive a proof of the layout either by email or fax which must be approved before we print your order. The proof is **FREE OF CHARGE** and gives you peace of mind that the cards will be printed exactly as you require them.

## DELIVERY TIMES

We will design, print and deliver your cards within 14 days of receipt of your order and artwork (21 days for colour orders). This is subject to your prompt approval of the layout proof.

## REPLACEMENT PROMISE

Please check your cards on delivery. In the unlikely event of them not being as you ordered or if they are faulty in any way let us know immediately and we will put it right.

## OPTIONAL EXTRAS

With a Kingsmead card, every personalisation option is available - **logos** in single and multiple colours, **signatures**, your own **greeting** or special **typeface** - all produced to exceptional standards to ensure complete satisfaction.

## COLOUR PRINTING

You can have your personalisation in your corporate colours. We can print either in CMYK (four colour process) or accurately match any pantone colour. Charges for printing in colour are listed at the front of this brochure.

## FRONT PERSONALISATION

Some of our cards can be FOIL BLOCKED or LITHO-PRINTED on the front. Please see page 6 for further information and costs. The card designs that can be personalised in this manner are marked throughout the brochure with our FRONT PERSONALISATION SYMBOLS.

Kingsmead cards are supplied with top of the range envelopes. These are high quality, white, 120gsm and self-seal\* for your convenience.

## Printed Envelopes

Printing the envelopes for your cards can add value to your Christmas mailing in a number of ways.

We can print black and white or colour text and logos so we can brand your envelopes with your identity to give impact to the recipient. If you have a Royal Mail (or other carrier) postal account we can print the appropriate postage paid impression on the envelope allowing you to use your account to mail bringing savings over mail sent using a franking machine or stamps.

If we put a return address on the envelope mail sent to contacts that have moved, or worst still deceased will be returned to you allowing you to update your records, investigate where that key customer has moved to, avoid causing customers unnecessary distress and over time save pounds on wasted future mailings.

We can litho-print your envelopes\* with a return address and/or your company details, including a logo, in colour or black ink.

## Printed Envelope Costs

The cost of having your envelopes printed depends upon the quantity of cards ordered and the number of colours required. Please refer to the table below. PLEASE NOTE Black counts as a colour & Full Colour Process (CMYK) printing is 4 colour.

	QUANTITY OF ENVELOPES				
	50-250	251-500	501-1000	1001-3000	3000 plus
1 Colour	£60.00	£80.00	£100.00	£130.00	BY QUOTE
2 Colours	£90.00	£110.00	£150.00	£210.00	
3/4 Colours	£120.00	£150.00	£190.00	£270.00	

## Printing on both sides

We can print on the front and the flap of the envelopes in one pass so you only need to allow one printing charge to get information on both sides of your envelope. However if you do require the envelopes printed on both sides (eg the front AND at the bottom of the back) you need to allow two printing charges.

\* 110 x 235mm cards are supplied with diamond flap envelopes and cannot be printed.

## EXAMPLE LAYOUTS



### EXAMPLE 1

- Greeting A without 'from'.
- Details printed centred along bottom of card.
- Upper and lower case.
- Font used is **Vivaldi**.



### EXAMPLE 2

- Greeting C with 'from'.
- Company name printed directly under greeting.
- Rest of details printed bottom left of card.
- Upper and lower case.
- Font used is **Palatino**.



### EXAMPLE 3

- Customers own greeting.
- Logo printed in colour bottom right of card.

# ORDER FORM 2010

CONTACT NAME

COMPANY

ADDRESS

Please note we cannot deliver to PO Box Numbers

TEL

FAX

EMAIL

If you do not wish to receive information by email about Christmas cards in future years please tick this box. Your email address will not be passed on to any other organisation.

## PLEASE SUPPLY

Enter card choice: M TITLE:

Quantity of cards: at £ : per card (see table at the front of the brochure)

In aid of: Insert the CHARITY NAME or "MULTI-CHARITY"

## OPTIONAL EXTRAS Please indicate clearly any extras you require:

### INSIDE THE CARDS

Please use my greeting / font (ENTER THESE CLEARLY ON THE LAYOUT SHEET OVERLEAF)

Please include our logo / signature(s) (SEE 'HOW TO SUPPLY ARTWORK' RIGHT)

Please print in colour (PLEASE REFER TO THE TABLE AT THE FRONT OF THIS BROCHURE FOR COLOUR CHARGES AND COMPLETE THE DETAILS BELOW.)

Number of colours required (black counts as a colour):

Pantone references of colours: If pantone references are not available please enclose a letterhead and we will match it as closely as possible

### FRONT PERSONALISATION

Please FOIL BLOCK the front of the cards

Please LITHO-PRINT the front of the cards

### PRINTED ENVELOPE

I would like BLACK printed envelopes

I would like COLOUR printed envelopes

## COST CALCULATION

TOTAL CARD PRICE

£ :

DELIVERY

£ :

DELIVERY: £10 for orders under 500 cards, FREE on orders over 500. UK mainland addresses only - other destinations please call for a quote.

### OPTIONAL EXTRAS

CUSTOM TYPEFACE / GREETING @ £15.00

£ :

LOGO / SIGNATURES @ £20.00

£ :

ALTERNATIVE COLOUR @ £20.00

£ :

MULTI COLOUR

£ :

Please refer to the table at the front of this brochure for the cost of printing in colour.

FOIL BLOCKED FRONT PERSONALISATION

£ :

LITHO-PRINTED FRONT PERSONALISATION

£ :

PRINTED ENVELOPES

£ :

### SUB TOTAL

£ :

VAT @ CURRENT RATE

£ :

Any Donation will be gratefully received

£ :

TOTAL AMOUNT ENCLOSED

£ :

Please make cheques payable to "KINGSMEAD" or complete your card details below.

Debit my MASTERCARD / VISA / SWITCH (Unfortunately we cannot accept AMEX and DINERS CLUB cards)

Card Number

Start Date / Expiry Date / Security Code\* Issue No. (SWITCH ONLY)

Cardholder Name (as it appears on card)

\* The Security code is the last three digits printed in the signature strip on the back of your card

Kingsmead is a trading name of Carrington Green Ltd. Vat Registration No. 984 3590 77

# THE Charity Collection

## Early orders & larger quantities qualify for a discount.

Please refer to the table at the front of this brochure for the cost per card. (To qualify for an early order discount payment must be received by the deadline date.)

## HOW TO SUPPLY ARTWORK

For best quality reproduction we recommend that LOGOS are supplied in **EPS** format created from the original file. Please send this on disc with your order. If you wish to email your EPS file indicate this on your layout sheet (overleaf) and we will contact you with an ORDER REFERENCE and an email address to send it to. Please do not email logos without an order reference. Other digital formats such as TIFFS are sometimes suitable (particularly if the logo is being reproduced in black and white) but they must be high resolution.

If an EPS of your logo is not available we can scan camera ready artwork. In some cases it is possible to scan letterhead and still achieve good quality results, but this depends on the nature of the logo and is not recommended.

SIGNATURES should be supplied ready for scanning on white paper. Digital signatures stored on PC's and routinely sent to desktop printers are not usually high enough quality to litho print from.

If you have any doubts please ring and have a chat with one of our designers.

### SEND TO:

Kingsmead  
34 Bookham Industrial Park  
Great Bookham  
Surrey KT23 3EU

FAX TO:  
(01372) 454894

## GREETING

Please select one of the greetings below (all shown in Gill Sans) by ticking the appropriate box. Alternatively write your own greeting in the box provided.

<input type="checkbox"/> With Best Wishes for Christmas and the New Year from	<input type="checkbox"/> Wishing you <b>A VERY MERRY CHRISTMAS</b> and a <b>HAPPY NEW YEAR</b> from	<input type="checkbox"/> Season's Greetings ★ Frohe Festtage Boas Festas ★ Con I Migliori Auguri Meilleurs Vœux ★ Kales Yiortes Met de Beste Wensen ★ Felices Fiestas from
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<input type="checkbox"/> With all Good Wishes for <b>CHRISTMAS</b> and the <b>NEW YEAR</b> from	<input type="checkbox"/> <b>CUSTOM GREETING @ £15.</b> <small>Please show capitalisation, punctuation and line breaks exactly as you wish them to appear.</small>

PLEASE DELETE 'FROM' BENEATH THE GREETING

## STYLE

Please select one of the fonts below.

**Palatino**
 Gill Sans
  *Viraldi*

Other @ £15 \_\_\_\_\_ (We cannot guarantee exact matches where a font name is not supplied)

## LAYOUT

Please print the following directly under the greeting

Please print the following at the foot of the card

<input type="checkbox"/> Aligned Left	<input type="checkbox"/> Aligned Centrally	<input type="checkbox"/> Aligned Right
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### LOGOS / SIGNATURES @ £20

If you would like your logo and / or signature(s) printed please tell us where you would like these to appear

I would like my logo/signature(s) printed in black  
 I would like my logo/signature(s) printed in colour  
(Please note there are additional charges for colour printing)

### FOIL BLOCKED FRONT PERSONALISATION

Please complete below any text to be foiled on the front of the cards (maximum 3 lines).

LINE 1

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LINE 2

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LINE 3

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Please select a font;

Bembo  Gill

Please select a colour;

GOLD  SILVER  BLUE

### LITHO FRONT PERSONALISATION

Please complete details of your requirements below including any colour information.

### PRINTED ENVELOPES

Please complete details of your requirements below including any colour information.

SEND TO:  
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 34 Bookham Industrial Park  
 Great Bookham  
 Surrey KT23 3EU

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