

# ORDER FORM

Name of County: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Please tick appropriate box - Order is to be Collected  Delivered  when finished

Address for Delivery: \_\_\_\_\_

Contact Name for Delivery: \_\_\_\_\_

Contact Telephone No. for Delivery: \_\_\_\_\_

## HOW TO ORDER & PAY

You can send your order form by email or post to the following addresses:

**Email:** mellissa@sureprint.ie

**Address:** Sureprint Ltd., Nelson Street, Clonmel, Co. Tipperary. E91 HC78.

- 1: Collect all orders from your community. Split them into Residential or Commercial orders
- 2: Complete the appropriate order forms
- 3: Check the amount due
- 4: Payment can be made by any of the following options:
  - a. Credit card (*payment form on page 4*)
  - b. Bank transfer (*bank details on page 4*) if using bank transfer please email remittance to Sureprint
  - c. Cheque
  - d. Postal Order















*All cheques/postal orders must be made out to Sureprint Ltd.*

# RESIDENTIAL ORDER FORM

ITEM	<b>PRICE</b> <i>incl VAT</i>	QUANTITY	TOTAL
<b><u>SIGNAGE</u></b>			
Aluminium Road Sign	 €48.50		
Premises Warning Sign 2ft aluminium	 €37.00		
Premises Warning Sign 2ft foamex	 €30.00		
Premises Warning Sign 2ft corriboard	 €25.00		
Premises Warning Sign 1.5 ft aluminium	 €27.00		
Premises Warning Sign 1.5 ft foamex	 €23.00		
Premises Warning Sign 1.5 ft corriboard	 €15.00		
Premises Warning Sign 1 ft aluminium	 €23.00		
Premises Warning Sign 1 ft foamex	 €15.00		
Premises Warning Sign 1 ft corriboard	 €12.00		
<b><u>LABELS</u></b>			
Window Sticker	 0.62c		
Property Label 50 x 50 mm	 0.52c		
Property Label 100 x 100 mm	 0.62c		
Property Label 150 x 110 mm	 0.58c		
<b><u>BOOKLET/LEAFLET</u></b>			
Property Register Booklet	€5.00		
Property Register Leaflet	€1.00		
Total amount to be forwarded			

# COMMERCIAL ORDER FORM

Some of the premises you visit may wish to reclaim the cost of their signs as a business expense. To do this, they will need a receipt from Sureprint. In order to facilitate this, please list each of these orders separately, so that Sureprint can issue their receipts. Please list the name & address of each business, and the amount for the signs/ stickers they have ordered.

ITEM		PRICE <i>incl VAT</i>	QUANTITY	TOTAL
<b><u>SIGNAGE</u></b>				
Aluminium Road Sign		€48.50		
Premises Warning Sign 2ft aluminium		€37.00		
Premises Warning Sign 2ft foamex		€30.00		
Premises Warning Sign 2ft corriboard		€25.00		
Premises Warning Sign 1.5 ft aluminium		€27.00		
Premises Warning Sign 1.5 ft foamex		€23.00		
Premises Warning Sign 1.5 ft corriboard		€15.00		
Premises Warning Sign 1 ft aluminium		€23.00		
Premises Warning Sign 1 ft foamex		€15.00		
Premises Warning Sign 1 ft corriboard		€12.00		
<b><u>LABELS</u></b>				
Window Sticker		0.62c		
Property Label 50 x 50 mm		0.52c		
Property Label 100 x 100 mm		0.62c		
Property Label 150 x 110 mm		0.58c		
<b><u>BOOKLET/LEAFLET</u></b>				
Property Register Booklet		€5.00		
Property Register Leaflet		€1.00		
Total amount to be forwarded				

# BUSINESS LIST

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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Residential Orders Total	€
Business Orders Total	€
Total to be sent	€

## PAYMENT METHOD

PLEASE TICK APPROPRIATE METHOD OF PAYMENT

Credit Card

Cheque

Bank Transfer

Postal Order

### CREDIT CARD DETAIL PAYMENTS

Name of Group: \_\_\_\_\_

Name of Person (if using a personal card): \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Expiry Date: \_\_\_\_\_

CVV No. (3 digit on the back card) : \_\_\_\_\_

Amount: \_\_\_\_\_

### BANK TRANSFER DETAILS

Please forward payments details below and email in your order form ON THE SAME DAY, so that we will know from whom the payment is being made. When asked to enter details of transfer by your bank, please specify the NAME OF THE GROUP from whom the payment is being made, so that we can match it up with your order form.

SUREPRINT (CLONMEL) LTD., THREE LAMPS BUILDING, NELSON STREET, CLONMEL, CO. TIPPERARY.

**M.D.:** P. J. O'NEILL, TEL.: 052-6122839 EMAIL: [pj@sureprint.ie](mailto:pj@sureprint.ie)

**BANK:** ALLIED IRISH BANK, O'CONNELL STREET, CLONMEL, CO. TIPP

**ACCOUNT:** SUREPRINT (CLONMEL) LTD.

**ACCOUNT NUMBER:** 35894013

**SORT CODE:** 935379

**IBAN:** IE50AIBK93537935894013

**SWIFT NO:** AIBKIE2D

**VAT REG NO.:** IE4542634D