




T : +44 (0) 20 8133 9336  
F : +44 (0) 700 596 1336  
E : [sales@buttless.org](mailto:sales@buttless.org)  
[www.buttless.org](http://www.buttless.org)

## Order Form

### Purchaser Details

Company : \_\_\_\_\_ Telephone : \_\_\_\_\_  
Name : \_\_\_\_\_ Fax : \_\_\_\_\_  
Address : \_\_\_\_\_ Email : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Company Stamp : 

### Order Details

No. of Units : \_\_\_\_\_ Logo : \_\_\_\_\_ Yes / No  
Colour : \_\_\_\_\_ Slogan : \_\_\_\_\_ Yes / No  
PO Date : \_\_\_\_\_ PO Number : \_\_\_\_\_

### Authorisation

Print Name : \_\_\_\_\_ Date : \_\_\_\_\_  
Authorised Signature : \_\_\_\_\_ Position : \_\_\_\_\_

### Further Instructions

Artwork Area :  
55mm High  
20mm Wide



### Payment Details

Via PayPal : [sales@buttless.org](mailto:sales@buttless.org)

Direct Account details available  
Transfer : upon request

Please print and complete this order form

**FAX to : +44 (0) 700 596 1336**  
or  
**EMAIL to : [info@buttless.org](mailto:info@buttless.org)**



## Terms and Conditions

### **Confidentiality**

All Information regarding customers, orders and artwork between companies will remain strictly confidential.

### **Orders**

All orders must be completed and presented in writing.

### **Artwork**

All artwork is to be either emailed or supplied on a CD. Photocopied or faxed images are not acceptable due to their poor resolution. All Images must be of print quality and the appropriate size for the job. High resolution generally means better results. Any additional work required on the graphics will be at an extra cost. All additional charges will be confirmed prior to commencing production.

### **Artwork Approval**

Artwork we prepare will be submitted to you for approval. Artwork approval has to be in writing and should be returned ASAP.

### **Delivery period**

Starts from the date we receive the signed artwork approval. Standard delivery period is 2 weeks from receipt of acceptable and approved artwork. A surcharge may be applied for urgently required orders to cover shipping. We will keep you advised of any circumstances which may affect delivery.

### **Insurance**

Insurance on goods in transit is at your own risk. We cannot warranty items damaged in transit, unless they are insured. All care is taken in packaging and despatch.

### **Payment Terms**

All prices quoted will include TAX. A deposit of 50% of the total order value is required before the commencement of any order. The balance is due before delivery of your order. There is no exception.

### **Alterations / Cancellations**

Any orders cancelled will be subject to charges. These charges will involve the cost of goods and time spent. If the items are already printed, we cannot remove the ink to reuse the product, they are yours. All charges incurred will be invoiced.

### **Graphic Ownership**

All graphics supplied will remain your property. We will not reprint any of your graphics without your permission. Graphics created by us and not charged to you, remain the property of our company.

### **Copyright**

By placing an order with our company, you are stating that you have the right to use the graphic, files and/or logos supplied. Copyright is the responsibility of the supplier of the graphics. We will not accept any liability for breach of copyright.

### **ButtLess**

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