

## Ordering check list

Please ensure the following information is supplied when submitting your order

### Your contact and order details

We will need the following information to process your order:

- Your company name and details
- The product and quantity (please specify number of sheets per pad)
- Number of colours to be printed
- The delivery address if different to your address
- Any special requirements (e.g special packaging, split deliveries)

On receipt of your order a proof will be submitted together with our order confirmation which details your order. On receipt of signed approval form and order confirmation sheet we can confirm a delivery date to you.

### Artwork check list

- Artwork set to the correct size with bleed if required
- All text converted to outlines
- Artwork to be supplied in spot colours or CMYK (not RGB)
- Linked or placed images to be supplied
- Large files to be compressed

### Need help or assistance with your order?

Please contact us for if you have any queries with your order or need. Our contact details are below shown below:

Telephone: 0845 367 9480  
Fax: 0845 367 1208

Quotes & Prices sales@note-pads.co.uk  
Artwork studio@note-pads.co.uk  
Accounts accounts@note-pads.co.uk

Post:

Unit 5, The Towers  
Foley Business Park  
Stourport Road  
Kidderminster  
DY11 7PG