

# Calendar Order Form



PLEASE COMPLETE IN BLOCK CAPITALS (send to address at bottom of form)

## CONTACT INFORMATION

Club/Association name (if appropriate) \_\_\_\_\_

Your name \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Please write your email address clearly as you will be notified by email that your calendar order has been dispatched.

Billing address (if paying by credit card this must be the address to which card is registered)

Delivery address (if different)

Line 1 \_\_\_\_\_ Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_ Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_ Postcode: \_\_\_\_\_ Line 4 \_\_\_\_\_ Postcode: \_\_\_\_\_

## ORDER DETAILS (select which calendar(s) you wish to order)

Scottish Canine 2017 Show Dates Calendar (£5.00 each plus £1.50 P&P each) QTY  PRICE £   
(includes free year to view calendar)

## PAYMENT DETAILS

Total Payable £ \_\_\_\_\_  I enclose a cheque payable to K9 Printing

Please charge my Visa / Maestro / Delta / Mastercard / Switch / Solo (delete as appropriate)

Name on card \_\_\_\_\_ Card number

Start date: mm/yy  Expiry date: mm/yy

Issue number (Maestro / Switch / Solo only) \_\_\_\_\_ Security Code (last 3 digits on signature strip reverse of card)

(signing here means you have read, understood and agree to the terms and conditions below)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TERMS & CONDITIONS

By using PrintMatters you agree to these terms. We reserve the right to change these terms from time to time without prior notification .

### Extra Charges

Hard copy printed proofs of calendars (not bound) are available at an extra cost of £15 (+ VAT) each. Online proofs are free of charge.

Corrections to proofs which are the fault of PrintMatters will be amended free of charge.

Authors corrections/changes to proofs will be charged at £20 (+VAT) per proof issued.

A new online proof will always be submitted for approval before we proceed with printing.

### Returns Policy

Our calendars are bespoke. Orders which are delivered as described in good condition may not be refunded. We reserve the right to charge for re-delivering of calendars returned in error.

We will not be held responsible for customer generated mistakes, errors or defects including spelling, typographical or grammar errors; poor image quality derived from low resolution images, order quantity, or other ordering errors. To prevent these errors from happening, we ask that you check and sign off your artwork at proof stage.

### Damaged Goods

Damaged items will be exchanged free of charge.

Any problems with any part of an order must be reported to us within 24 hours of receipt.

### Copyright

All copyright, design rights and intellectual property rights existing in our designs and products, text and design of this website are and will remain the property of PrintMatters. Any infringement of these rights will be pursued vigorously. It is the responsibility of the client to ensure that there is no infringement of copyright by using images supplied by the client. By submitting images to us you warrant that you own the copyright to the photograph, logos, trademarks, designs or other artwork or have written permission or authorisation from the photographer or other copyright owner to make copies of this material.

### Image Content

We do not accept images that display violence or are threatening, obscene, profane, or pornographic. We reserve the right to reject any image or project at any time. We are not legally responsible for the content of any submissions to us.

### Order Confirmation

When confirmation of order is received, this is to indicate that we have received your order. It does not indicate that a contract exists between us. We will indicate acceptance of your order, and hence a contract between us, when we send you an invoice. We have included this term to protect us in the case that a mistake has been made in pricing, we have

inadvertently under-priced goods, or we are no longer able to supply a particular product for some reason. In the case of a change of price, we will always contact you first to ensure that the price is acceptable.

### Payment

Payment must be received in full prior to despatch of goods.

### Cancellation

In the event that you cancel your order prior to production but after we have supplied you with a proof, you will only be charged for the preparatory work that we have carried out, which is £40 + VAT.

### Credit Card Security

All online orders using credit cards will have the numbers encrypted. They are only decrypted after they reach our computer. They are not held in clear text on any web site.

### Delivery

Delivery to any UK address is by Royal Mail. A signature will be required for all deliveries requesting Recorded Delivery or Special Delivery (please email us if this service is required). We will not be held responsible for failure or delay in the delivery of goods under the contract arising or any cause outside our reasonable control. We use an external courier service for international deliveries and they are unable to contact clients. Once the goods are delivered, the risk of loss and damage is carried by the recipient.

### Privacy Policy

We will not disclose buyers' information to third parties other than when order details are processed as part of the order fulfillment. In this case, the third party will not disclose any of the details to any other third party. By ordering products from PrintMatters your contact details are automatically entered on to the databases of PrintMatters. If you do not wish to be contacted by PrintMatters in the future, please notify us at any time.

### Pricing

We reserve the right to alter the pricing of any product without notice.

### Force Majeure

We will not be held responsible for failure or delay in the carrying out of our obligations under the contract arising or any cause outside our reasonable control or by inability to procure materials or articles except at higher prices due to any such circumstances we shall be entitled by notice to terminate the contract in whole or in part without incurring any liability whatsoever to you.