



OFFICIAL ORDER FORM
'HelpAge' Greeting Cards 2016/2017

FOR OFFICIAL USE ONLY			
ID No.	GC / COR / IND /		/2016
Ord. No.		Date	
Inv. No.		Date	
Rec. No.		Amt.	
Rec. No.		Amt.	

HelpAge Sri Lanka
No.102, Pemananda Mawatha
Raththanapitiya, Boralesgamuwa
Sri Lanka.

Telephone: 011 4926358/ 011 4926948/ 011 2803752-4

Facsimile: 011 4300946/ 011 2801147

E-Mail: helpagecards@hotmail.com

Web Site: www.helpagesl.org

(Please indicate delivery date clearly)

CARDS ARE PRINTED ON 250 GSM IVORY BOARD				
Code	Legends (Titles)	Qty	Rate (Rs.)	Value (Rs.)
D1	Seasonal Flash (Foil)		40.00	
D2	Abundance		35.00	
D3	Illumination (Foil)		40.00	
D4	Purple Passion		35.00	
D5	Prosperity (Foil)		40.00	
D6	Gothic Baubles (Foil)		40.00	
D7	The Colours of X'mas		35.00	
D8	Candle Light		35.00	
D9	Jingle Bells (Embossed & Foiled)		40.00	
D10	Wrapped Christmas (Embossed & Foiled)		40.00	
D11	Christmas Galaxy (Embossed & Foiled)		40.00	
D12	Psychedelic Christmas (Foil)		40.00	
D13	Baubles (Foil)		40.00	
D14	Starry Christmas		35.00	
D15	Polar Christmas (Foil)		40.00	
D16	Rainbow Leaves		35.00	
D17	Autumn Breeze (Foil)		40.00	
D18	Winter Wonderland (Foil)		40.00	

CARDS ARE PRINTED ON 250 GSM IVORY BOARD				
Code	Legends (Titles)	Qty	Rate (Rs.)	Value (Rs.)
D19	Seasonal Jazz (Embossed & Foiled)		40.00	
D20	Punkalasa (Foil)		40.00	
D21	Golden Chimes		35.00	
D22	Silver Bells (Foil)		40.00	
D23	Blue Christmas		35.00	
D24	Pipers Wrap		35.00	
D25	Seasonal Décor		35.00	
D26	Crystal Tree (Foil)		40.00	
D27	Dreamy Snowman (Foil)		40.00	
D28	The Gift (Embossed & Foiled)		40.00	
D29	Crushed Colours (Foil)		40.00	
D30	Santa and Gifts		35.00	
D31	Ocean Beauty		35.00	
D32	Elephants at Yala		35.00	
D33	Kandyan Heritage		35.00	
D34	Sparkling Greetings - <small>(Embossed & Foiled)</small> LARGE CARD		45.00	
D35	Sri Lankan Touch - LARGE CARD		45.00	

Sub Total

Logo Printing Charges

Other Charges (Ex. Envelop / Courier Cha.)

YOUR GENEROUS DONATION TOWARDS THE NEEDY OLDER PERSONS

GRAND TOTAL

Small Cards Size in cm : 11.7x16.3

Large Cards Size in cm : 14.5x20.0

We enclose herewith Cheque/ Bank Draft for Rs/ US\$/ AS/£ _____ drawn in favour of 'HelpAge Sri Lanka'

Name of Buyer: _____ (Company name/ Individual name, in block letters)

Postal Address: _____

Telephone: _____ Facsimile: _____ E-Mail: _____

Name of Chairman/ Managing Director: _____

Name of Contact Person: _____

Authorised Signature: _____

**For Orders below 1000 Cards,
Please pay on delivery**

MAXIMUM CREDIT PERIOD 30 DAYS

FOR OFFICIAL USE ONLY		
	Name	Date
Handled by:		
Sorted by:		
Packed by:		
Printed by:		
Delivery:		

GUIDELINES / TERMS AND CONDITIONS

1. Please return this Order Form duly completed by 30th September 2016. An early order will enable you to send your OVERSEAS CARDS by SPECIAL SEA MAIL.
 2. Please indicate delivery date very clearly.
 3. The price includes a quality White envelope.
 4. Please indicate your VOLUNTARY DONATIONS clearly.
5. Your Order may be faxed/ e-mailed to us initially and subsequently the original **MUST** be forwarded to us together with the advance payment of 50% of the total value of your order. Balance payments **MUST** be made prior to collection/ delivery of goods.
6. All cheques should be drawn in favour of 'HELPAge SRI LANKA' and crossed 'ACCOUNT PAYEE ONLY'. For **CASH PAYMENTS** an Official Receipt will be issued.
 7. Please make your selection of **MESSAGES** by ticking the appropriate boxes indicated below.
 8. Your Name and/or your Company Name and Logo, address etc. in **BLACK COLOR** will be printed **FREE-OF-CHARGE**, for those ordering **OVER 150 CARDS**. However total cost of extra colours , art works, positives, plates etc., will be **charged to the buyers' account as over printing charges. (rates given below)**
 9. Please print your over-print text clearly, in the appropriate box shown below. Your computer designed over-print text could be sent in a CD, Pen Drive or by e-mail. Indicate font types, sizes and colour codes needed for your over-print where ever possible. Please forward two clear copies of logo/s and colour codes where necessary.

SELECTION OF MESSAGES (Select by ticking box)

Message No. 1 <input type="checkbox"/>	<i>May the Joy and Peace that prevail during this season be yours through the New Year</i>	Message No. 3 <input type="checkbox"/>	<i>Wishing you a Merry Christmas and A Bright and Prosperous New Year</i>
Message No. 2 <input type="checkbox"/>	<i>Season's Greetings and Best Wishes for the New Year</i>	Message No. 4 <input type="checkbox"/>	Inside Blank (for your own message)

Over-print Plan

Inner Front Flap (behind the picture)	Inner Rear Flap
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Over printing charges are as follows:

Qty	Black Only	Cyan / Magenta / Yellow/ Black				Qty	Black Only	Cyan / Magenta / Yellow/ Black			
		1 Colour	2 Colours	3 Colours	4 Colours			1 Colour	2 Colours	3 Colours	4 Colours
25 to 150	500.00	625.00	1250.00	1750.00	2500.00	3001 to 4000	Free	4500.00	9000.00	18000.00	27000.00
151 to 250	Free	750.00	1500.00	2250.00	3000.00	4001 to 5000	Free	5500.00	11000.00	22000.00	33000.00
251 to 500	Free	1000.00	2000.00	3000.00	4000.00	5001 to 6000	Free	6500.00	13000.00	26000.00	39000.00
501 to 750	Free	1250.00	2500.00	4000.00	5000.00	6001 to 7000	Free	7500.00	15000.00	30000.00	45000.00
751 to 1000	Free	1500.00	3000.00	5000.00	7000.00	7001 to 8000	Free	8500.00	17000.00	34000.00	51000.00
1001 to 2000	Free	2500.00	5000.00	9000.00	13000.00	8001 to 9000	Free	9500.00	19000.00	40000.00	57000.00
2001 to 3000	Free	3500.00	7000.00	13000.00	19000.00	9001 to 10000	Free	10500.00	21000.00	42000.00	63000.00

Chairman: Deshabandu Tilak de Zoysa. **Deputy Chairman:** Deshabandu A.M.de S. Jayaratne, Deshabandu (Mrs.) Jezima Ismail, Mr. Sanjeev Gardiner, Dr.(Mrs.) C.P. Banagala, Mrs. N.A. Subasinghe, Ms. Yasmin Raheem, Mr. N. Dias Jayasinha, Mr.Krishan Balendra, Mr. Nishantha Gooneratne, Mr.M.E Wickremesinghe. P. C., Mr. Toby Porter, **International Directors:** The Baroness Greengross of Notting Hill, Mr. Toby Porter, **Hony Advisors:** Dr. Leel Gunasekara, Mr. N.W.E Wijewantha., Col. John Mayo O.B.E, Mr. John F. Pearson, **Secretaries:** Ceylon Secretarial Services Limited.