

# EVERY CARD WILL CONTRIBUTE TO ENHANCE THE QUALITY OF LIFE OF ELDERS



## OFFICIAL ORDER FORM 'HelpAge' Greeting Cards 2017/2018

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

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### FOR OFFICIAL USE ONLY

ID No.	GC / COR / IND /		/2017
Ord. No.		Date	
Inv. No.		Date	
Rec. No.		Amt.	
Rec. No.		Amt.	

(Please indicate delivery date clearly)

CARDS ARE PRINTED ON 250 GSM IVORY BOARD				
Code	Legends (Titles)	Qty	Rate (Rs.)	Value (Rs.)
D1	Crystal (Embossed & Foiled)		40.00	
D2	Elegant Wrapping (Foiled)		40.00	
D3	Shimmering Cascade (Foiled)		40.00	
D4	Sesath (Foiled)		40.00	
D5	Fantasy (Foiled)		40.00	
D6	Kaleidoscope		35.00	
D7	The Gift (Embossed & Foiled)		40.00	
D8	Seasonal Jazz (Embossed)		40.00	
D9	Golden Chimes (Embossed & Foiled)		40.00	
D10	Christmas Candles (Foiled)		40.00	
D11	Prosperity (Foiled)		40.00	
D12	Frosty the Snowman (Foiled)		40.00	
D13	Seasonal Decor (Foiled)		40.00	
D14	Illumination (Foiled)		40.00	
D15	Glamorous Deer (Foiled)		40.00	

CARDS ARE PRINTED ON 250 GSM IVORY BOARD				
Code	Legends (Titles)	Qty	Rate (Rs.)	Value (Rs.)
D16	Festive Ambience		35.00	
D17	Let it Snow		35.00	
D18	Snowflake Wishes (Foiled)		40.00	
D19	Maple Leaves (Foiled)		40.00	
D20	Christmas Tree Splendor (Foiled)		40.00	
D21	Christmas Pyramid (Embossed & Foiled)		40.00	
D22	Mystic Green (Foiled)		40.00	
D23	The Magic of Christmas (Foiled)		40.00	
D24	Starry Christmas (Foiled)		40.00	
D25	Blue Christmas (Foiled)		40.00	
D26	Holy Night		35.00	
D27	Kandy Perahera		35.00	
D28	Elephants at Pinnawala		35.00	
D29	Shimmering Snow Flakes - LARGE CARD (Foiled)		50.00	
D30	Sleigh Ride - LARGE CARD (Foiled)		50.00	

Small Cards Size in cm : 11.7x16.3  
Large Cards Size in cm : 14.5x20.0

Sub Total	
Logo Printing Charges	
Other Charges (Ex. Envelop / Courier Cha.)	
<b>GRAND TOTAL</b>	

YOUR GENEROUS DONATION TOWARDS THE NEEDY OLDER PERSONS

We enclose herewith Cheque/ Bank Draft for Rs/ US\$/ A\$/£ \_\_\_\_\_ 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 **29<sup>th</sup> September 2017**. 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 upon collection/ delivery of goods.
6. All cheques should be drawn in favour of **'HELPAPE SRI LANKA'** and crossed **'ACCOUNT PAYEE ONLY'**.  
For **CASH PAYMENTS** an Official Receipt will be issued.
  7. Please mark 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 200 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 200	500.00	625.00	1,250.00	1,850.00	2,500.00	3001 to 4000	Free	5,000.00	10,000.00	20,000.00	30,000.00
201 to 350	Free	1,100.00	2,200.00	3,250.00	4,350.00	4001 to 5000	Free	6,000.00	12,000.00	24,000.00	36,000.00
351 to 500	Free	1,500.00	3,000.00	4,750.00	6,250.00	5001 to 6000	Free	7,250.00	14,500.00	28,750.00	43,000.00
501 to 750	Free	2,500.00	4,750.00	7,000.00	9,250.00	6001 to 7000	Free	8,250.00	16,500.00	33,000.00	49,000.00
751 to 1000	Free	3,000.00	6,000.00	9,000.00	12,000.00	7001 to 8000	Free	9,750.00	18,750.00	37,500.00	56,000.00
1001 to 2000	Free	2,750.00	5,500.00	10,000.00	14,500.00	8001 to 9000	Free	10,500.00	21,000.00	44,000.00	62,000.00
2001 to 3000	Free	4,000.00	7,750.00	14,500.00	21,000.00	9001 to 10000	Free	11,500.00	23,000.00	46,250.00	69,000.00

**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 PC  
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