

Envelope Overprinting order form



Instructions

- Please complete **all** sections.
- Write clearly and neatly in the area provided.

Customer details

Account/Business name
Delivery address

Postcode

Contact name
Contact phone ()
Customer signature
End user details

Name

Sending us your order

- Email: brandpostorders@candida.co.nz
- Phone: 0800 227 678

Customer account number
PO number
Special delivery instructions

Contact fax ()
Date
Email address

Overprinting details

Type of Envelope Overprinting *(please tick one)*

Elite option Economy option
Premium option

Order type *(please tick one)*

New order *(artwork must be supplied)*
Repeat order
Repeat order with changes *(to be charged as a new order)*
changes required:

Number of colours *(please tick one)*

One colour
Two colours *(only available with Elite & Premium)*
Three colours *(only available with Elite & Premium)*
Four colours *(only available with Elite & Premium)*

Envelope type *(please tick one and complete table)*

New Zealand Post postage included envelopes – complete sections a-d of table
Supplying own envelopes – complete sections b-d of table *(deliver to address shown below with a copy of this order form)*
– Deliver to Envelope Overprinting, Candida Stationery Ltd | 55 Constellation Drive Mairangi Bay, Auckland 0632 NZ

(a) Postage included envelope product code	(b) Envelopes per pack/box	(c) Total number of packs/boxes	(d) Total number of envelopes

Candida use only

All sections complete
electronic copy of logo/design obtained from customer

Note: The processing site will order postage included envelopes and forward order to the printer.