



Donation Envelopes
The giving envelope specialists

Product Brochure

2018

www.donation-envelopes.co.uk



SEQUI® Since 1927

Welcome

Hello to both new and existing customers to Donation Envelopes.

Donation Envelopes SEQUI® offering system is 90 years old this year during which time it has developed into one of the most widely utilised offering systems in the UK, with over 2 billion envelopes produced to date.

Over the coming year we will be developing our brand further with new products and services which we hope will complement our current range. These will be reflected in the new website, which will go live in June.

Should you require any further information, please do not hesitate to contact our sales team who will be more than happy to help.

Yours sincerely
Scott Johnston | Director

Our Commitment

We share your passion for the environment, which is why we work to BS14001 and source all products from UK suppliers we know and trust. Our sales team care about ensuring the products we sell are right for you, as we pride ourselves on exceptional customer service.

We lead the market in design, technology and innovation. How do we know this? - because our envelopes are manufactured in house and sold around the world.

Weekly Offerings

The **SEQUI**® range is designed to meet customer demands in an ever changing economy. Donation Envelopes produce two distinct brands to satisfy the market, each with their own benefits. As highlighted in the picture opposite, the main distinction between the brands is size.

The Gummed **SEQUI**® envelope is our economy product and is the least costly. Simply select your chosen design from pages 7 and 8, then fill in your order form.

Why Choose Envelopes as a System of Fundraising?

- Each contributor's envelopes are held neatly together in sets of 52 and cannot get out of order, although they are easily detached when required.
- The perforation facilitates the removal of the offering.
- Each envelope is specially printed from a selection of designs (see pages 7 and 8) with the name of your church, numbered and dated.
- For larger congregations, the system can be sub-divided by using up to five colours from our Self Adhesive range.
- **SEQUI**® system includes a unique range of cash books and stationery which combine with the envelopes to provide a confidential record of weekly offerings.



Weekly Envelopes

The Gummed SEQUI® Envelope

Having been on the market for 90 years this envelope system has provided churches with a brand they can trust, year after year. The Gummed SEQUI® Envelope is our original weekly offering envelope.

Sets are available in two distinctive colours - white and yellow - allowing larger congregations to sub-divide their order for easier organisation. The Gummed range can be contained in enclosure envelopes or SEQUI® containers to aid distribution. **Size: 85 x 70mm.**

We run three dating periods on this range - January to December, April to March, and July to June. If you require any other dating period the Self Adhesive envelope is for you.

But are They Cost Effective?

With a return on investment of approx. 2000% this system is unrivalled as the main method of raising funds for churches.





The Self Adhesive SEQUI® Envelope

These are our larger envelopes with a peel and seal self adhesive strip. Sets are available in five colours – white, pink, yellow, blue and green – allowing larger congregations to sub-divide their order for easier organisation. Each envelope has a large perforation to enable easy access to church funds. Enclosure envelopes or **SEQUI®** containers can also be purchased.

Size: 110 x 89mm.

We love them! Here's why you will too!! Church leaders will love the larger envelopes as this means more room for donations to provide essential work in the community. Finance committees will love the return on investment.

They will also love being able to add special giving days. Contributors will love the self adhesive strip. Treasurers will love the larger perforation allowing easier access to funds. They will also love not having to spend hours unfolding notes and cheques.



Monthly Envelopes

Monthly Special Occasion Offerings

This system is an essential method of sourcing additional church funds and can be fully personalised to suit any requirement. Includes printing the name of your Church, standard text, monthly or quarterly dating and numbering on one side of the envelope – available in white.

Size: 110 x 89mm.

Gift Aid Envelopes

Since the advent of the GIFT AID SCHEME in April 2000 the concept of the Gift Aid envelope has flourished. Our envelopes are unique as they were the FIRST self adhesive single pocket envelopes on the market that could be individually tailored to a church or charity.

Our envelopes include a design of your choice from our range, your church name and location, individual numbering and dating and even a specific event. Each envelope includes the latest gift aid declaration on the back as approved by the HMRC Charities Section.

Size: 110 x 89mm.

Our specialist team can provide the exact design in the paper and print colour that is required whilst understanding that budgets need to be met, email Laurie at design@donation-envelopes.co.uk We are pleased to quote for all your individual needs.

Is the Gift Aid Scheme Applicable to this Type of Envelope?

All of our weekly, monthly, quarterly and gift aid ranges are approved by the HMRC Charities Section under the Gift Aid Scheme. We advise our customers on the type of information required to claim Gift Aid and can offer guidance on how to access the knowledge to claim this vital method of additional revenue.

giftaid it

When supplying your bespoke artwork please consider

- Your logo/drawing should be in a high resolution format as a separate attachment, ie in an EPS format, JPG/TIFF or hi-res PDF. Artwork from the web is low resolution and not suitable for print as are files placed in a Word document.
- The name of any fonts you are wanting your text set in.
- Templates are available for our envelopes in the following formats – Quark, Illustrator, InDesign and PDF.
- Print ready artwork should be supplied as a hi-res PDF with the fonts embedded or outlined.
- Our minimum order for bespoke envelopes is 100 and there is a six week turn-around time from final sign-off. Please contact our office for prices.

SEQUI® System Stationery

Treasurer's Cash Books

Red manilla covers, single entry system running from 50 to 150 contributors. Case bound running from 100 to 500 contributors. Our sales staff will advise the best combinations for your requirements.

Gift Aid Registers

A4 booklet for up to 200 contributors.

Gift Aid Receipt Cards

Essential receipt cards for tax purposes to record contributors payment and show the amount your church was able to claim from the Inland Revenue.
Size 90 x 140mm.

Offering Certificate Books

Receipt books containing 106 certificates with easy tear perforation.

Gift Aid Display Holders

These plastic holders are ideal for displaying your church's Gift Aid envelopes.

SEQUI® Containers

Designed to hold your yearly set of SEQUI® Envelopes in a convenient, easy to open sleeve. Printed two colours.

Gift Aid Receipt Cards

Essential receipt cards for tax purposes to record contributors payment and show the amount your church was able to claim from the Inland Revenue.
Size 90 x 140mm.



Weekly Envelope Designs

A. *Weekly Offering*

B. *Weekly Offering*
 "Upon the first day of the week let every one of you lay by him in store as God hath prospered him." 1 Cor. xvi 2.
 "Go ye into all the world and preach the gospel to every creature." Mark. xvi 15.

Amount Enclosed £
 "I will not offer unto the Lord my God
 of that which doth cost me nothing."

C. *Weekly Offering*
 "For the Service of God through the Church."
 "God loves a cheerful giver."

D. *Weekly Offering*
 "Upon the first day of the week let every one of you lay by him in store as God hath prospered him." 1 Cor. xvi 2.
 "I will not offer unto the Lord my God
 of that which doth cost me nothing."

F1. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

F2. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

G. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

H. *Weekly Offering*
 "Jesus loves me! this I know
 For the Bible tells me so."
 Anna Bartlett Warner
 1820-1915
 Amount £

J. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

K. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

BU. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

CE. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

CF. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

CI. *Weekly Offering*
 "How can I repay the Lord
 for all His goodness to me."
 Psalm 116:12
 Amount £

CS.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

CW.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

Elim.

Elim Pentecostal Church



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

Epis.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

FC.

**free church
of scotland**

"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

Meth.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Mor.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Naz.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

PCW.



Weekly Offering

"For the Service of God through the Church."
"God loves a cheerful giver."

SA. (Crest)



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

SA. (Shield)



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

UFC.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Amount £

URC.



"How can I repay the Lord for all His goodness to me."
Psalm 116:12

Weekly Offering

Back

*Weekly Offering
Envelopes*

Donation Envelopes Ltd
Glasgow G52 4RY
Tel: 0141 816 5800



If you are unable to come, please remember the work of the church continues and needs your support.

Please fill up the envelopes for Sunday(s) missed and give them with your next offering.

The Order Process



Donation Envelopes
The giving envelope specialists

- 1.** All weekly offering envelope orders must be made by via our website – **donation-envelopes.co.uk**; or, scan and email the order form included with your brochure pack or printed from our website to **sales@donation-envelopes.co.uk** or posted in the supplied reply paid envelope.
Please note: We do not take telephone orders.
- 2.** Once the order is received, it will be processed on our system and an order acknowledgement will be dispatched to you. This should be checked as mistakes can be made and the print team utilise this order to produce your envelopes.
- 3.** The order will be produced and dispatched to the delivery address you have provided. The carrier will make delivery between 9am and 6pm, so a business hours address is ideal.
If the delivery fails the courier will leave a card for you to rearrange, with them, a date convenient to yourself. If you have any problems please contact our office.
- 4.** We will forward an invoice once the goods have been dispatched – we then ask for payment within seven days. However, for stationery only orders we require payment with your order. If you have not received your goods within seven days from date of invoice, please contact our office.

A range of giving envelopes designed to meet today's customer needs and expectations



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Tel: **0141 810 5900** email: **sales@donation-envelopes.co.uk**

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