

Order Form



Donation Envelopes
The giving envelope specialists

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN BY POST, OR SCAN AND EMAIL

Please note that orders are processed according to date of receipt

Gift Aid Envelopes

Your Church details as you wish to see them on the Gift Aid envelope.

Your Church Name Location (1-2 words only)

Your Registered Charity Number (only applicable for Gift Aid envelopes)

Envelope Fronts - Please tick and enter quantity required

Gift Aid Qty

Building & Maintenance Qty Easter Qty Christmas Qty

Harvest Thanksgiving Qty In Memory please email details to sales@donation-envelopes.co.uk

Bespoke (please email details to sales@donation-envelopes.co.uk)

Standard back Charity Single back Charity Multiple back

Monthly & Quarterly Offering Sets (available on white paper only)

Monthly Quarterly Title Quantity Sets

Numbered from to Date to (Minimum order 25 sets)

SEQUI® System Stationery

Treasurers Cash Books

(Sold individually)

Numbered from to Qty.....

Numbered from to Qty.....

Numbered from to Qty.....

Offering Certificate Books Books

1. Gift Aid Register 2. Gift Aid Thank You Cards

3. Gift Aid Display Holders 4. Other Stationery items

Your Details

Ordered by: **Customer I.D. No.** **New Customer**

Name: Signed:

Address: Postcode

Business Hours Tel: Email:

Delivery notification (please complete if prior notification by text and/or email is desired on the day of delivery):

Mobile/Email:

Invoice to: (If different from above)

.....
.....

Postcode:

Business Hours Tel:

Delivery to (during business hours only):

(If different from above)

.....

Postcode

Business Hours Tel:

TERMS: 7 DAYS FROM RECEIPT OF INVOICE: CARRIAGE EXTRA AT COST

Please ensure that a daytime telephone number and delivery address are given. We cannot process orders without these details.

**THANK YOU
FOR YOUR ORDER**

Donation Envelopes Ltd 42 Watt Road, Hillington Park, Glasgow G52 4RY

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

www.donation-envelopes.co.uk

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Standard Gummed Weekly

Your Church details as you wish to see them on the envelope.

Your Church Name Location (1-2 words only)

Total number of sets of Standard SEQUI® envelopes you require: sets

Please repeat our previous order

Please note: Our minimum order is 25 sets and sets must be ordered in multiples of 5

Envelope colour(s) you require and first and last envelope numbers

White is now the only available colour.

Sets Numbering:

EXAMPLE 1-200							
W							

Colour:

Dates to be printed. 1st Sunday last Sunday
Month/Year Month/Year

**Design for the front of the envelope,
can be found on pages 7 and 8 of our brochure**

Front Design:

EXAMPLE B	
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SEQUI® Containers

Enclosure Envelopes

Please do NOT tear form in half

Self Adhesive Weekly

Your Church details as you wish to see them on the envelope.

Your Church Name Location (1-2 words only)

Total number of sets of Self Adhesive SEQUI® envelopes you require: sets

Please repeat our previous order

Please note: Our minimum order is 25 sets of any single colour and sets must be ordered in multiples of 5
Minimum order can be made covering two years, eg 13 one year and 12 the next

Colour change is required

Envelope colour(s) you require and first and last envelope numbers

Choose from: Blue (B), Pink (P), White (W), Yellow (Y).

Colour/s

Sets Numbering:

EXAMPLE 1-200							
W							

Colour:

Dates to be printed. 1st Sunday last Sunday
Month/Year Month/Year

**Design for the front of the envelope,
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Front Design:

EXAMPLE B	
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SEQUI® Containers

Enclosure Envelopes

Where colour changes are required at less than:

- 200 set intervals an additional charge of 15p per set will apply
- 100 set intervals each colour will be treated as a separate order
- Colour changes CANNOT be made at less than 25 sets

IMPORTANT: Please complete address details overleaf