



Printing Order Form

Name _____

Company Name _____

Address _____

Postcode _____

Tel: _____

Fax: _____

E:Mail _____

Design by AKA Media - include photographs, swatches, mock up, colour matching swatches

Origination Provided Photographs Transparencies Discs Original Artwork

Please include hard copy proof

Your own design - Please include hard copy proof

Artwork Supplied on disc Other Discs will not be returned unless a £2 charge is paid for

OS System
Programme
Compression

Flat files -
PDF, JPEG, and Tiffs
ensure 300dpi CMYK

Product

Product description	Quantity	VAT	Price
CARRAGE Handouts = £12 + vat Business Cards upto 1000 = £5 +vat /1001+ =£13+ vat. Postcards upto 250 = £5 + vat / 251+ = £13 + vat. Leaflets / Posters call for quote			
		Total	
		VAT	
		Total Due	

Cash / Cheque enclose (please make payable to AKA Media)

Date

Your Ref

Delivery address for this order
(if different to main address)

Name _____

Company Name _____

Address _____

Postcode _____

Tel: _____

Fax: _____

PLEASE KEEP THIS FORM TO USE AS A PHOTOCOPY ORIGINAL

AKA Media
Orient Mill
Brandwood Street
Bolton BL3 4BH
Tel: 01204 658998
E:Mail sales@aka-printing.co.uk
www.aka-printing.co.uk



Conditions of contract of AKA Media

Goods means the articles or things described in the contract between AKA Media and the purchaser.

Any contract made between AKA Media and the customer shall incorporate and be subject to these conditions.

1. Copyright The customer shall responsible for obtaining all necessary authority to reproduce pictures, artwork, photographs etc. The customer will indemnify AKA Media and their agents from any claim rising thereof.

AKA Media shall be indemnified by the customer in respect of any claims, costs and expenses arising out of any libelous matter or any infringement of copyright, patent, design or any libelous matter or personal rights contained in any material printed for the customer. The indemnity shall extend to any amounts paid on a lawyer's advice in settlement of any claim.

2. Preliminary work - All work carried out, whether experimentally or otherwise at the customers request will be charged. Copyright shall remain the property of AKA Media until paid for in full.

3. Copy - A charge may be made to cover any additional work work involved where copy is not clear and legible.

4. Proofs - Proofs of all work maybe submitted for customer's approval and AKA Media will incur no liability for any errors not corrected by the customer in proofs so submitted. Customers alterations and additional proofs necessitated thereby shall be charged extra. When style, type or layout is left to AKA Media's judgment, changes therefrom made by the customer shall be charged extra.

5. Payment - All goods shall be paid for at the following receipt of goods time of order. No Goods shall be dispatched or collection allowed until paid in full. All prices are exclusive of Value Added Tax and this will charged at the appropriate rate. Not withstanding that AKA Media may have given a detailed quotation no order shall be binding on AKA Media unless and until it has been accepted in writing by AKA Media.

6. Redeemable Value - By their nature goods do not have a redeemable value and no refunds or credits for goods correctly supplied will be entertained.

7. Claims - Any query regarding the condition of goods supplied must be made to AKA Media verbally by 10.00am on the working day following receipt of goods and confirmed in writing within 3 working days. Such goods must be returned to Aka Media for inspection.

8. Customers Property - Customers property and all property supplied to AKA Media by or on behalf of the customer shall while it is in the proccession of AKA Media or in transit to or from the customer be deemed to be at the customers risk unless otherwise agreed and the customer should insure accordingly. Whilst every care is taken AKA Media and their agents cannot accept any responsibility for loss or damage to artwork, photographs, transparencies, etc. Any liability shall be limited to the replacement cost of the basic material.

9. Full Colour Printing - Every effort will be made to obtain the best possible colour reproduction on customers work but because of the nature of the processes involved, AKA Media shall not be required to guarantee an exact match in colour or texture between the customers original colour photograph or transparency and the printed article.

Customers who require colour reproduction of a specific standard and who wish to check the colour reproduction prior to printing must order a colour proof, in writing when placing the order. This will be charged as an extra.

It is the customers own responsibility to ensure that the colour photograph(s) or transparency (cies) submitted are suitable for the work in hand. AKA Media cannot accept liability for unsatisfactory results caused by unsuitable or inferior photographic originals.

10. Law - These conditions and all other express terms of the contract shall be governed and constructed in accordance with the laws of England.