

# 2025 TEACHER DIARY ORDER FORM

## Teacher's Professional Diary® CUSTOMISED

To include your custom teacher diaries in our 2025 print run, please place your official school order by **MONDAY 29 JULY 2024**

### 1 YOUR DETAILS

School \_\_\_\_\_ School Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Accounts Payable Email \_\_\_\_\_

### 2 YOUR ORDER

Diary Quantity\* \_\_\_\_\_ School Purchase Order No. \_\_\_\_\_ Quoted Unit Price \$ \_\_\_\_\_ Please attach quote to this order form.

\*Please note that orders for additional diaries received after artwork approval may incur added charges, so please ensure your order quantity allows for extra enrolments.

### 3 YOUR ORDER REQUIREMENTS (please fill in one order form for each diary)

We want to use our previous diary specifications with 2025 text alterations. Complete Delivery Requirements section only.

#### A COVER TYPE

##### Full-colour Artboard

Cover quantity \_\_\_\_\_

##### Option A

Template design no. \_\_\_\_\_

School colours\* \_\_\_\_\_

##### Option B

Designed by school, supplied as press-ready artwork

##### Option C

Fully customised design by Createl Publishing (charges may apply)

\*Metallic colours such as gold and silver cannot be replicated on full-colour covers.

##### Screen Printed Polypropylene

Cover quantity \_\_\_\_\_

Template design no. \_\_\_\_\_

Poly colour \_\_\_\_\_

Ink colours \_\_\_\_\_

##### Foil Print Siena Covers

Cover quantity^ \_\_\_\_\_

Cover colour \_\_\_\_\_

^ Small print runs only, maximum 20 covers.

Digital foil printing is used to reproduce text with a metallic effect. Text of up to 30 characters (two lines) is allowed, printed in Gill Sans MT using either silver (default) or gold foil.

Your logo can be printed to a maximum H50mm x W60mm. Foil printing can contain some variations in the finish.

##### Classic Series Covers & Binders with Embossing

Cover quantity \_\_\_\_\_

Cover colour \_\_\_\_\_

Embossed colour \_\_\_\_\_

Binder quantity \_\_\_\_\_

Binder colour \_\_\_\_\_

Embossed colour \_\_\_\_\_

##### Sorrento Series Covers and Binders

Cover quantity \_\_\_\_\_

Cover colour \_\_\_\_\_

Ink colour\* \_\_\_\_\_

Embossed colour \_\_\_\_\_

Binder quantity \_\_\_\_\_

Binder colour \_\_\_\_\_

Ink colour\* \_\_\_\_\_

Embossed colour \_\_\_\_\_

\*One colour print is included. Additional charges apply for additional ink colours.

##### PVC Jacket

Cover quantity \_\_\_\_\_

PVC colour \_\_\_\_\_

Ink colours \_\_\_\_\_

#### B CUSTOM PAGES

Pages to be in increments of 4

Front section

☐ Colour OR ☐ Black & white

Number of pages \_\_\_\_\_

Back section

☐ Colour OR ☐ Black & white

Number of pages \_\_\_\_\_

Please email all text, and any artwork, images and logos to [customtpd@createl.com.au](mailto:customtpd@createl.com.au). Text to be supplied in a Word document, and artwork, logos and photos to be supplied in high resolution JPG, TIF or EPS format.

### 4 YOUR DELIVERY REQUIREMENTS

#### PLEASE SELECT PREFERRED DELIVERY

Term 4 2024^ (Submit text/artwork by 29 July 2024)

Term 1 2025 (Submit text/artwork by 4 October 2024)

Later delivery date \_\_\_\_\_

(Submit text/artwork by 4 October 2024)

\*Please note, staff must be available to accept delivery of the order during business hours. We cannot guarantee an exact delivery time.

^Term 4 delivery by week beginning 27 November 2024



#### SCHOOL DELIVERY DATES

School closes for delivery in 2024 on \_\_\_\_\_ / \_\_\_\_\_ / 2024

School re-opens for delivery in 2025 on \_\_\_\_\_ / \_\_\_\_\_ / 2025

#### SCHOOL DELIVERY ADDRESS

Please provide a street address as we cannot deliver to PO Box addresses.

School \_\_\_\_\_

Address \_\_\_\_\_

### 5 SPECIAL REQUIREMENTS

### 6 TERMS & CONDITIONS AND SUBMIT FORM

I have read and accept the Terms and Conditions



ABN 85 066 657 547

By placing your order, you agree to the following Terms & Conditions: 1. We cannot accept purchase orders without a completed order form. 2. All completed order forms must have an attached official school purchase order. 3. Whilst we make every effort to ensure all diaries are free from error, Createl Publishing is not liable for errors resulting from inadequate school proofing or material inadequately submitted. 4. All diaries are dated material and therefore cannot be returned. 5. Defective diaries, not due to shipping damage, must be reported to Createl Publishing within 90 days of the shipping date and Createl Publishing reserves the right to repair, replace or credit any defective diaries. 6. Printing will commence upon receipt of a 30% pre-press deposit. Final invoice is to be paid within 30 days of the shipping date. 7. Quoted price is based on AUD currency and does not include freight. Standard freight charges apply. 8. If an order is cancelled, the customer will be liable for any actual costs that have been incurred in the preparation or production of the order. Any deposits paid shall be forfeited. 9. All conversations, representations and statements not embodied in quotation or invoicing or not confirmed in writing by Createl Publishing are expressly excluded and shall not be deemed to be part of any quotation, invoice, order or contract, or to have induced the order or to have any legal effect whatsoever. 10. Createl Publishing reserves the right to vary these terms and conditions of sale without notice. The terms and conditions are to be subject to the provision of any relevant legislation, including but not limited to the Trade Practices Act 1974.