

2026 TEACHER DIARY ORDER FORM

MACS Catholic Teacher Diary CUSTOMISED

To include your custom teacher diaries in our 2026 print run, please place your official school order by **MONDAY 28 JULY 2025**

1 YOUR DETAILS

School _____ School Contact _____
Address _____
Suburb _____ State _____ Postcode _____
Phone _____ 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)



A COVER TYPE - SELECT COVER OPTION ON LEFT

Full-colour artboard (MACS Template)

School to supply logo as eps or high resolution jpg

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

B STYLE

Gold Double-Loop Wiro Binding
Secondary 6 Period Weekly Planner
Inbuilt Coloured Monthly Tabs

C INCLUSIONS

Built-in PVC Pocket
Gold Satin Ribbon Bookmark

4 YOUR DELIVERY REQUIREMENTS



PLEASE DELIVER WEEK BEGINNING*

17 November 2025 (Submit text/artwork by 28 July 2025)

19 January 2026 (Submit text/artwork by 11 August 2025)

Later delivery date _____ / _____ / 2026
(Submit text/artwork by 11 August 2025)

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



SCHOOL DELIVERY DATES

School closes for delivery in 2025 on _____ / _____ / 2025

School re-opens for delivery in 2026 on _____ / _____ / 2026

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

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 60 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.