

# 2026 TEACHER DIARY ORDER FORM

## My Faith 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 staff.

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

We want to use our previous diary specifications with 2026 text alterations. *Complete Delivery Requirements section only.*

#### A COVER TYPE

Full-colour artboard

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  
(\$100 charge applies)

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

#### B CUSTOMISED PAGES

No

☐ Yes

Pages to be in increments of 2

Front section

☐ Colour OR ☐ Black & white

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

Back section

☐ Colour OR ☐ Black & white

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

#### C BINDING STYLE

Diary supplied with white  
double-loop wire

### 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

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.

### 6 TERMS & CONDITIONS AND SUBMIT FORM

I have read and accept the Terms and Conditions