



### Correspondence Order Form

#### YOUR CONTACT DETAILS

Name	Address	Telephone and email address
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#### Layouts

##### Layout 1

**A6**  
148mm x 105mm  
**Double sided**  
Image on front and address on reverse.



##### Layout 2

**A6**  
148mm x 105mm  
**Double sided**  
Image on front and address on reverse with dividing line.



##### Layout 3

**A6**  
148mm x 105mm  
**Double sided**  
Image on front and address on reverse.



##### Layout 4

**A6**  
148mm x 105mm  
**Double sided**  
Image (small) and address on one side.



##### Layout 5

**A6 4pp**  
148mm x 105mm when folded  
**Double sided**  
Image on front and address inside.



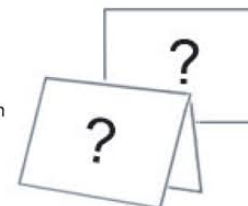
##### Layout 6

**A6 4pp**  
148mm x 105mm when folded  
**Double sided**  
Image on front and address inside (with dividing line).



##### Layout 7 Alternative layout

Please select layout 7 if you would like an alternative size an layout. Please add the details below.



I would like to order a Pen & Ink Image (£95).

I would like to use my existing Pen & Ink image or another image (please add details to artwork info).

Layout 7 Alternative layout details

Layout No. (see above)  No.  Typeface Chosen (see page 2)  No.

Quantity

#### Card Type

- Brilliant White
- High White
- Cream
- Wove (smooth)
- Laid (textured)
- Envelopes

All cards are digitally printed in black and white.

**ARTWORK INFORMATION** if there is anything you would like us to consider when preparing your artwork please add below.

Please send the completed form to The Pen & Ink Company Ltd, 19 Tidy Street, Brighton BN1 4EL.

Upon receipt, we will send you a full quote prior to any design work being undertaken.

