

# A4

210 x 297mm  
TO SCALE

## ORDER GUIDELINE

- Have you viewed our website?**  
There you can find all our products and services that we can personalise for you.
- What is your desired delivery date?**  
Please, let us know the date you want your order to arrive. We try our hardest to meet even the most urgent deadlines, however, all delivery times are subject to the selected postal service.
- What are your chosen design, colours and material for printing?**
- Have you provided ALL relevant school or association details including logo, name, contact person and address?**
- Next, have you found your corresponding Awards Plus® product code?**  
This is found at the top right of each product's listing on the website or in red on our brochures.
- Does your order require a proof? Let us know!**  
(You will then receive an electronic proof approximately 5 days after your order has been received.)



# DL

210 x 97mm  
TO SCALE

# A5

210 x 148.5mm  
TO SCALE

# A6

148.5 x 105mm  
TO SCALE

# A7

105 x 74.2mm  
TO SCALE

**Now you are ready to place your order via our website, email or fax.**

*Whilst our team is ready to assist you with your order over the phone, phone orders cannot be accepted.*