

PROOF

Normally within three working days of your order, you will receive a proof. We do not accept responsibility for mistakes after printing, so the proof must be checked thoroughly. If there are a few changes to be made, these should be done via e-mail or over the telephone, but please return the amended proof if there are several alterations, and *ring to ensure we have received it*. Alterations to a customer's copy are chargeable. Where proofs are copied to other parties, only the person placing the order has the authority to make amendments. The go-ahead must be given without delay as a fortnight is usually required for printing.

COMPLETION

Once the proof has been approved, the order will be completed, normally, within a fortnight, and it will then be ready for collection. We advise collection if at all possible. Our 'next working day' courier service is available at an extra charge (see our price list for details).

We have occasionally had to turn down an order as the customer has not left enough time. Please try to leave at least three weeks from start to finish; this will allow you plenty of time to show the proofs to all concerned and for us to print it in good time. During busy times of the year we give priority to service sheets for more imminent ceremonies. It is important that we are notified, when the order is placed, if it is required more than a few days prior to the service.



GEE BROTHERS

PRINTERS

SERVICE SHEET ORDER FORM

This form is designed to be faxed, e-mailed or posted.

Please write clearly in a dark ink.

If you have any queries please call or e-mail one of the sales team.

TERMS & CONDITIONS

Payment: We require your card details to be completed (overleaf) before we start work on your order, as a £50 deposit will be taken for each item ordered.

Full payment will be taken on dispatch or collection.

Your card details will not be retained.

Proofs: Providing a proof is *not* a tender but part of an order placed on the client's direction; it is therefore chargeable if the customer decides not to proceed to the printing stage.

221 ST JOHN'S HILL
LONDON SW11 1TH
020-7228 4081

FAX: 020-7228 2075
E-MAIL: sales@geebrothers.co.uk
www.geebrothers.co.uk

