

# PRINTING BOOKING FORM

Date of Booking:    /    /

Name of Company: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Secondary Contact?: \_\_\_\_\_ Phone No.: \_\_\_\_\_

No. of items to be printed: \_\_\_\_\_ Rate per/1000: \_\_\_\_\_ ex GST

Suburbs/post codes to be covered: \_\_\_\_\_

Artwork type ie. Brochure / Flyer / Booklet: \_\_\_\_\_

Size ie. DL / A5 / A4 / A3 / Other: \_\_\_\_\_ Colour(s) ie. B & W / 2-colour / Full: \_\_\_\_\_

No. of Pages: \_\_\_\_\_ Single / Double Sided: \_\_\_\_\_

Gloss / Matte Finish?: \_\_\_\_\_ Bundling requirements (if applicable)?: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Any other important information?: \_\_\_\_\_

Artwork Due Date: \_\_\_\_\_ Printing Deadline: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

How did you hear about us? (please tick/highlight selection(s) below):

- Google             Yahoo             Other Search Engine (please specify) \_\_\_\_\_
- Yellow Pages Online             Yellow Pages Book             GDR Brochures             Newspapers
- Referral (Please specify who/where) \_\_\_\_\_  Other (please specify) \_\_\_\_\_

## PAYMENT TERMS

- We accept Cash, Cheque, Bank Cheque, Credit Card\* and Direct Funds Transfer.  
\* Credit card payments incur a 2% service fee.
- Unless otherwise agreed, if payment is not received by the due date as specified on client's invoice, client will incur extra charges of 3% interest per day calculated daily.
- Unless otherwise agreed, if payment is not received within 90 days of job completion, legal proceedings will take place and will be borne by the client.
- GDR's Bank Account details are as follows:  
**Bank:** NAB  
**BSB:** 082 171  
**Account Number:** 04665 3015

Card Type (ie. Visa, MasterCard, American Express):

\_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

## CANCELLATION POLICY

- Before job commencement:** A refund of 50% of the total cost will be reimbursed to the client.
- After job commencement:** No refund is applicable. All undelivered stock will be collected and returned to the client.

I accept the terms and conditions as specified by GDR in its quote and on its booking forms:

I accept that this form applies to all work undertaken by GDR for our company and does not require a new agreement for every booking:

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## GUARANTEE

GDR will always endeavour to distribute 100 per cent of the material given to us by a client, however, due to events beyond the control of GDR we offer the following guarantees:

- If some of your material is dumped and it is proved to be done by one of GDR's distribution agents, you must notify GDR immediately providing the exact location of the dumping so that GDR can take proper action to rectify the problem. GDR will then confirm the dumping by immediately sending a supervisor to the location to recover the material and then GDR will redistribute the material at its expense.
- If the client fails to notify GDR of the dumping and fails to make any contact with GDR regarding any other complaints within seventy-two (72) hours of completion of the job, GDR will be released of any responsibility associated with the distribution campaign.
- If a complaint is received from a client but there is no means of verifying the complaint, ie. no witnesses, no material found, no names or addresses given and no other means of proving the complaint is true, GDR will be released of any responsibility to take any further action.

GDR DOES NOT in any way guarantee that your company will generate business from the letterbox distribution campaign.