

Please complete the relevant sections of the below form and email to us at: [sales@impactprint.co.za](mailto:sales@impactprint.co.za)

## APPOINTMENT DETAILS

|                |         |
|----------------|---------|
| Date           | Time    |
| Company        | Address |
| Contact Person |         |
| Tel            |         |
| E-mail         |         |

## BUSINESS CARDS

|                              |                   |
|------------------------------|-------------------|
| Number of Names              | Quantity per Name |
| Size                         | Colours           |
| Paper Thickness              | Reverse Printing  |
| Lamination / UV Varnish      |                   |
| Special Instructions         |                   |
|                              |                   |
| Vectors / Pantones / Samples |                   |

## LETTERHEADS / BROCHURES / PAMPHLETS / MENUS / COMPLIMENT SLIPS etc.

|                              |                  |
|------------------------------|------------------|
| Document Name                |                  |
| Quantity                     | Size             |
| Colours                      | Folding          |
| Paper Thickness              | Reverse Printing |
| Special Instructions         |                  |
|                              |                  |
| Vectors / Pantones / Samples |                  |

## CONTINUOUS FORMS

|                              |                  |
|------------------------------|------------------|
| Document Name                |                  |
| Quantity                     | Size             |
| Colours                      | Reverse Printing |
| Number of Parts              | Paper Colours    |
| Sprocket Holes               | File Holes       |
| Sets Per Box                 |                  |
| Special Instructions         |                  |
|                              |                  |
|                              |                  |
| Vectors / Pantones / Samples |                  |
|                              |                  |

## BOOKS / BOOKLETS / PADS

|                                         |                        |
|-----------------------------------------|------------------------|
| Document Name                           |                        |
| Quantity                                | Size                   |
| Colours                                 | Reverse Printing       |
| Number of Parts                         | Paper Colours          |
| To View per Page                        | Number o Sets per Book |
| Numbering From                          | To                     |
| Spine Number                            | Spine Colour           |
| Cover Thickness                         | Sheild                 |
| Adhesive Bound / Stapled / Spiral Bound | Top Bound / Left Bound |
| Special Instructions                    |                        |
|                                         |                        |
|                                         |                        |
| Vectors / Pantones / Samples            |                        |
|                                         |                        |