



# Printing Booking Form

## Australian Printing & Flyer Distribution

ABN: 75 143 638 644

Date of Booking: \_\_\_\_\_

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

Trading Name (If any): \_\_\_\_\_

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

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

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

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

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

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

Printed Quantity: \_\_\_\_\_

Price Quoted (Including GST): \_\_\_\_\_

Do you Require Designing: YES \_\_\_\_\_ or NO \_\_\_\_\_

Do you Require Distribution: YES \_\_\_\_\_ or NO \_\_\_\_\_

Single Sided: \_\_\_\_\_

Double Sided : \_\_\_\_\_

### Colour:

Black & White

Full Colour:

### Size:

A6 (105 x 148mm)

DL (99 x 210mm)

A5 (148x 210 mm)

A4 (210 x 297 mm)

Business Cards

Other

Paper weight: \_\_\_\_\_gsm (80/100/115/130/150/170/250/310gsm)

Do you require folding: Yes / No

If folding required, folded finish size:

A4 to DL  A4 to A5  Other

Leaflet Name: \_\_\_\_\_

Special Instructions: (If any): \_\_\_\_\_

Distribution Required: Yes  No

Delivery Address: APFD

1) Artwork Required: Yes/No  Customer Supplied Artwork: YES/NO

If yes, Artwork Cost: \$ \_\_\_\_\_ + GST

2) Print Quantity: \_\_\_\_\_ Printing Cost: \$ \_\_\_\_\_ + GST

**TOTAL INVOICE AMOUNT (1 + 2): \$ \_\_\_\_\_ INC GST**

**PAYMENT TERMS:**

- 1) 100% of the Payment is required in Advance before the commencement of the job.
- 2) Unless otherwise agreed, if payment is not received by the due date as specified on clients invoice, client's job will not start/proceed.
- 3) Cheques should be made under the name of Autralian Printing & Flyer Distribution

Method of Payment: Please Tick One

Cheque  Cash  Bank Transfer  Credit Card

APFD's Bank Account details are as follows:

Commonwealth Bank  
Account Name: APFD  
BSB: 062 268  
Account Number: 1030 8471

**Terms and Conditions:**

- 1) For all print jobs, 100% of total quoted/invoice amount is required upfront upon accepting the quote, and before the job is fully booked in.
- 2) Whilst every care is taken, the final check of the artwork for printing is client's responsibility. APFD will not be held responsible for any errors or misspellings in the artwork supplied by the client or designed by us and finally approved by the client.
- 3) Once a print order has been placed from the client, it cannot be cancelled under any circumstances once printing process has commenced. Full Invoice amount will be payable by the client.
- 4) We are not responsible for trimming variations caused by incorrect or insufficient bleed.
- 5) Fonts MUST be embedded in all documents, otherwise fonts may appear to display correctly on your screen but may not print correctly. We take no responsibility for artwork supplied where fonts are not embedded.
- 6) We may from time to time indicate estimated delivery times, but we cannot guarantee delivery times or be held responsible for delays caused by manufacturing or delivery.

How did you hear about us: (Please tick)

Google/Other Search Engine  Brochure  Referral

Other (Please indicate): \_\_\_\_\_

**I accept the terms and conditions as specified by APFD in its quote, website or on its booking form.  
I accept that this form applies to all work undertaken by APFD for our company and does not require a new agreement for every booking:**

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

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