

**MP details (as they would appear on printed material):**

MP name \_\_\_\_\_

MP constituency \_\_\_\_\_

**Principal contact (person we'll be speaking to about content etc.):**

Name \_\_\_\_\_

Phone number \_\_\_\_\_ email \_\_\_\_\_

Contact name and address for delivery \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

I would like to order:	5,000	10,000	20,000	30,000	40,000
<b>Calendar DL</b>	£425 <input type="checkbox"/>	£525 <input type="checkbox"/>	£775 <input type="checkbox"/>	£925 <input type="checkbox"/>	£1065 <input type="checkbox"/>
<b>Calendar A5</b>	£515 <input type="checkbox"/>	£645 <input type="checkbox"/>	£845 <input type="checkbox"/>	£1155 <input type="checkbox"/>	£1325 <input type="checkbox"/>
<b>Wallet Card Calendar</b>	£380 <input type="checkbox"/>	£460 <input type="checkbox"/>	£650 <input type="checkbox"/>	£780 <input type="checkbox"/>	£860 <input type="checkbox"/>
<b>Contact Card DL</b>	£425 <input type="checkbox"/>	£525 <input type="checkbox"/>	£775 <input type="checkbox"/>	£925 <input type="checkbox"/>	£1065 <input type="checkbox"/>
<b>Calendar Report</b>	£1520 <input type="checkbox"/>	£1890 <input type="checkbox"/>	£2560 <input type="checkbox"/>		

	5,000	10,000
<b>Direct Mail Paper A4</b>	£315 <input type="checkbox"/>	£420 <input type="checkbox"/>
<b>Roving Surgery A5</b>	£199 <input type="checkbox"/>	£315 <input type="checkbox"/>
<b>Roving Surgery A4</b>	£315 <input type="checkbox"/>	£420 <input type="checkbox"/>
<b>Wallet Card</b>	£260 <input type="checkbox"/>	£460 <input type="checkbox"/>

	500	1,000	2,000	5,000
<b>Contact Poster A4</b>	£215 <input type="checkbox"/>	£285 <input type="checkbox"/>	£345 <input type="checkbox"/>	£445 <input type="checkbox"/>
<b>Contact Poster A3</b>	£420 <input type="checkbox"/>	£485 <input type="checkbox"/>	£595 <input type="checkbox"/>	£720 <input type="checkbox"/>

<b>18th Birthday Cards*</b>	£135 <input type="checkbox"/>	£260 <input type="checkbox"/>	£360 <input type="checkbox"/>
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\*additional b&w personalisation printed on inside for £135 per 500

	20,000	30,000	40,000	Other
<b>Parliamentary Report A5 4pp</b>	£1295 <input type="checkbox"/>	£1495 <input type="checkbox"/>	£1695 <input type="checkbox"/>	<input type="checkbox"/>
<b>Parliamentary Report A4 2pp</b>	£1199 <input type="checkbox"/>	£1370 <input type="checkbox"/>	£1550 <input type="checkbox"/>	<input type="checkbox"/>
<b>Parliamentary Report A4 4pp</b>	£1899 <input type="checkbox"/>	£2250 <input type="checkbox"/>	£2599 <input type="checkbox"/>	<input type="checkbox"/>
<b>Tabloid Newspaper 4pp</b>		£2095 <input type="checkbox"/>	£2340 <input type="checkbox"/>	<input type="checkbox"/>
<b>Tabloid Newspaper 8pp</b>		£2755 <input type="checkbox"/>	£3095 <input type="checkbox"/>	<input type="checkbox"/>

I would like to print my next annual report/tabloid for delivery in \_\_\_\_\_ / \_\_\_\_\_ (please state month and year)

**I confirm the above order and acceptance of terms overleaf (signed)** \_\_\_\_\_

All prices exclude VAT and delivery and may be subject to change without notice. E&OE. Please see over for full details.

**SEND THIS FORM BY FAX OR POST TO THE NUMBER/ADDRESS BELOW.**

Public Impact Communications Ltd. 6 Southern Court, South Street, Reading RG1 4QS | T: 0844 880 0028 | F: 0844 880 0029 | www.labourprint.co.uk

# Information for **Labour MPs 2012**

## Quantities

The order form shows the basic quantities in which materials may be ordered. The smallest quantity shown is the smallest quantity we are able to run – there is no price difference in ordering a lower quantity. So don't ask us if you can have fewer than 5,000 Wallet Cards for example, but if you want another variation that isn't on the form then it is worth asking and we'll try to help.

## Prices and VAT

Prices for different quantities of each of the items are given on the order form. All prices are stated excluding VAT. VAT on print can be confusing – if in doubt ask.

## Delivery

Delivery is charged additionally according to the quantities ordered and the delivery requirements. You must state your delivery address with your order – it needs to be somewhere goods can be received during normal office hours so someone has to be there. We cannot arrange specific times, but we will call you to let you know which day to expect delivery.

## Post Office Delivery Services

We can make arrangements for delivery to the Royal Mail door to door delivery service.

## Invoicing and Payment

You will be invoiced at the House of Commons address as soon as goods are printing. Some materials may be eligible for funding through Parliamentary allowances. Public Impact cannot be responsible for this as every MP must be able to justify their own claims. We will be happy to advise on what has been done in the past. **Our payment terms are strictly 30 days from invoice.**

## Copyright

Designs within this scheme are copyright of Public Impact Communications Limited. They are not licensed for use outside this scheme. Printers or agencies using designs without permission are guilty of a breach of copyright and may be liable for legal action. Breach of copyright is theft. Also, it is the responsibility of the MP's office to determine that they, as the publisher of the material, have the right or have licence to reproduce photographic material.

## How to Order

Ordering is easy – you use the form overleaf. All you have to do is tick the items and quantities you wish to order. You can then return the form in the post or by fax. **Signing and submitting this form to Public Impact commits you to proceed with the order and books your place on the print run. We cannot accept cancellation after this time as it jeopardises the print run for others.** Should you cancel or fail to meet the dates which we require materials be delivered to Public Impact we have the right to bill for full cost of work.

## What Happens Next?

We contact you (that is the main contact you give us – probably the MP's secretary or researcher) to confirm your order and make arrangements for local copy of your materials.

You return your copy and the MP's photo (if we don't have one on file) whatever way you choose and we get on with your order.

## Proofs and Approval

We will normally send electronic proofs by email. When the proof is correct you will need to 'sign off' approval for each item – we can't print anything unless you do this.

Any errors contained in a proof signed off by yourself or your office are your responsibility. Any changes after the second proof are chargeable, and changes after sign off are chargeable at full cost of implementation. Reprinting after errors in signed off material is chargeable at full cost of reprint.

## Are the Designs Fixed?

Print services depend on people ordering the standard format. The point is that these formats have worked well for others and are easy for you to use. They are designed by qualified professionals to be easy on the eye and to reflect well on you as a professional, effective representative providing a good service.

Minor changes can be made – but ask yourself if it is REALLY important. We reserve the right to charge for changes, but we do try to accommodate the important things.

All material requires an imprint.

## Deadlines

Everybody involved in a print scheme like this depends on everyone else meeting the scheme's deadlines.

That is why the deadlines that are set will be vital to the success of this project.

The reason is simple – prices in this scheme depend on the economies of scale we can realise through printing many orders at once, so it is important that we are able to send jobs to print at the same time. We depend on ALL constituencies operating to the deadlines that are set.

## Questions

Ask us and we'll try to help – call **0844 880 0028** or go to **www.labourprint.co.uk**

## Terms and Conditions

All orders are subject to the standard commercial terms and conditions of Public Impact Communications Ltd. E&OE.

Public Impact Communications Limited  
6 Southern Court, South Street, Reading RG1 4QS

T: **0844 880 0028** | F: **0844 880 0029**  
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