

How to Order



Phone us 01332 865624



Fax us 0844 443 2455



Email us at info@upsondowns.co.uk

By post to Upson Downs Limited, 14 Berry Avenue, Breedon-on-the-Hill, Derbyshire, DE73 8AL

For personalised welcome signs, simply fill in the order form below and also fill in the artwork form on the reverse.

My details

School/Nursery Name

Contact Name

Date

Address

Postcode

Telephone

Fax

*Email

*School/Nursery Order Number

* To process your order confirmation we will need your email address.

* (if applicable)

If you would like to place a large order, email us your request for a larger order form.

My Order

Description	Personalise add £20 (if applicable)	Chalkboard or whiteboard	Size	Price	Qty	Total
Total less discount (if applicable)			<input type="text"/>	Total		
*Standard delivery charge £10. If your order includes more than 3 items larger than 50cm x 60cm, total delivery charge £30.				Delivery		
If you would prefer for us to total your order value, deduct any discount, work out the delivery charge and VAT and send you a breakdown of costs, just leave the total boxes blank, relax and let us do the maths!				Sub Total		
				VAT 15%		
I do not require screw fixing packs or pre-drilled holes on any signs <input type="checkbox"/>				Total inc VAT		<input type="text"/>

Delivery

Delivery takes up to 28 days from confirmation of your order. If you need it in a hurry, let us know and we will try our best to speed up the delivery. Contact us for prices for overseas or outside the UK. Cost of delivery to Ireland, Highlands and Islands will be advised with order confirmation.

Payment

CHEQUE Please make cheques payable to Upson Downs Limited. When paying by cheque, please write your school/nursery name and telephone number on the reverse of the cheque and post with your order.

ACCOUNT If you wish to set up an account please supply us with an order number. An invoice will be posted separately. Our payment terms are 28 days.

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