



Envelope Systems

collection envelopes for churches and charities

Unit 2 Gosforth Close, Sandy, Bedfordshire SG19 1RB
 Telephone 01767 681717 enquiries@envelopesystems.co.uk
 www.envelopesystems.co.uk

To be completed fully **IN CAPITALS**
 including contact details overleaf

FOR OFFICE USE ONLY

ACCOUNT No.
 ORDER No.
 RECEIVED:

Church Name
 Location

WEEKLY BOXED SETS

Sunday starting date
 Number of sets required
 Envelope heading
(if not as church name and location)

Style required (tick) SA SB SC SW SS SV

Numbered (tick) YES NO Dated YES NO WK1 WK2

Envelope colour (tick) white blue green pink
(subject to availability) mauve orange yellow

Illustration (tick) Large size weekly boxed sets (tick)

Special wording required (style SS) or other special requirements

FAST TRACK REORDER

tick here to repeat your last order

please indicate any colour or contact changes

FOR OFFICE USE ONLY

ACKNOWLEDGED

NOTES

£

£

£

£

MONTHLY BOXED SETS

Number of sets required Month start Numbered from

Envelope colour (tick) white blue green pink
(subject to availability) mauve orange yellow

INSERTED ENVELOPES

Christmas Easter Printed 'Special Collection' Other *(specify below)*

Numbered (tick) YES NO Dated (tick) YES NO

Envelope colour (tick) white blue green pink
(subject to availability) mauve orange yellow

Placed at back of box Inserted in place Both *(specify split below)*

Other special requirements for inserted envelopes *(for obligatory, voluntary and special collections, please indicate the number of specials required per box)*

GIFT AID ENVELOPES

Untitled Customised Bespoke

Wording required for customised envelopes *(if not as church name and location)*

Quantity required £

Envelope colour *(see catalogue for options)* £

Illustration (tick) £

Display Boxes (tick) pack of five pack of ten £

Poster Holder (tick) size 140 size 152 Quantity required £

Roller Banner (tick) Quantity required £

PRODUCTION

DESPATCH

INVOICE No.

ADDITIONAL ENVELOPES

Style required (tick) ADL1 ADL2 SKL Other (specify details below)

Envelope colour (tick)
(subject to availability) white blue green pink
mauve orange yellow

Quantity required £

Special details for additional envelopes

CUSTOM PRINTED ENVELOPES

Artwork enclosed Text Illustration Envelope Systems to originate

Envelope colour (tick)
(subject to availability) white blue green pink
mauve orange yellow

Quantity required £

Special details for custom printed envelopes

CHILDREN'S ENVELOPES

Style required (tick) CHE1 CHE2 CHE3 CHE4 other

Envelope colour (tick)
(subject to availability) white blue green pink
mauve orange yellow

Quantity required £

Special details for children's envelopes

ECONOMY STYLE ENVELOPES

Qty £

ANCILLARIES

Extra Set Cartons Compact Standard Wide

Qty £

Cash Books No of Donors

Qty £

Seasonal Gift Envelopes

Christmas Easter Harvest Gift Day Building Fund

Qty £

Special Occasion Envelopes

Baptism Wedding Christmas white blue yellow

Qty £

Thank You Cards

Qty £

Gift Aid Declaration Cards

Qty £

Tax Status Reminder Cards

Qty £

FOR OFFICE USE ONLY

TOTAL ENCLOSED	
goods total	£
carriage	£
order total	£
<i>(please note our terms are payment with order)</i>	

0309

Order placed by

Name

Address

.....

.....

..... Postcode

Daytime telephone

Email

Delivery address (if different from order address)

Name

Address

.....

.....

..... Postcode

Daytime telephone

Email

DESPATCH INFORMATION:

We like to provide email confirmation of goods despatched. We would therefore appreciate an email address being provided above.
Please indicate any dates (such as holidays) when delivery cannot be made

Our parcels are despatched by private carrier. If the company receives no reply when delivering, and you would like the goods left in a **SAFE AND DRY** location, please indicate a suitable place to leave them