

## Instructions

Complete the order form in specifying the reference numbers for the selected cards (number and name of artist) and if you have chosen to personalize your choices. Calculate the cost of delivery. Remember to indicate your Community V.A.T. number (for countries within the EEC). Send us your order by mail, by fax or by e-mail.

## Technical Specifications

**Cards:** Formats (for folded cards) are indicated under each model. Cards have two flaps, except for pictograms specifying three flaps, with or without window. Cards are blank inside. They are printed on high quality FSC paper. They are delivered flat.

**Envelopes:** White, self-adhesive flap, 110 g, included with cards.

## Personalization

- **Simple personalization:** See options on following page and prices bottom on this page.
- **Creative personalization:** Printed according to your specifications (font, colour, style, etc.). We design mock-ups for printing on the card or on an insert. **Price estimates available on request.**

## Delivery Rates and Time

**Standard Delivery:** By mail or other carrier, depending on quantity, within 10 days following receipt of your order, except in circumstances beyond our control.

**Express Delivery:** Within 48 hours (delivery rate × 3).

**Personalization:** Expect approximately one week between the receipt date of your information and the dispatch of the final proof. Add approximately one week for printing.

## Sales Conditions

**Unit of Sale:** Cards sold with matching envelopes in batches of 50 copies of the same reference.

**Payment:** due at 30 days end of month.

**Availability:** If an item is out of stock, we will notify you within 48 hours of receipt of your order.

**Delivery Rates:** Those indicated in this catalogue are applicable to countries within the EEC.

Please contact us for all other delivery locations.

## Payment Method

**Bank transfer in France:** CIC Bank, Paris Le Marais 30066 10854 00010210101 87

**Bank transfer from other countries:** Bank identification : CMCIFRPP IBAN : FR76 3006 6108 5400 0102 1010 187

**Bank drafts are not accepted.**

**Invoicing:** Invoice sent with delivery.

**Countries out of Euro zone:** payment only by money transfer in €.

## For all further information or sample requests

**Tel.:** + 33 (0)1 48 87 24 09

**Fax:** + 33 (0)1 40 29 96 64

**E-mail:** [contact@unesco-greetingscards.org](mailto:contact@unesco-greetingscards.org)

**Mailing adress:** EDITIONS UNESCO - DEL - 19, rue du Pont-aux-Choux, 75003 Paris - France

## Price Rates not included tax

applicable to counties within the EEC from 2011/09/01. Delivery outside the EEC, please contact us.

## • CARDS ON PAPER WITH ENVELOPES:

PRICES ex. VAT

NUMBER OF COPIES	RATE per card	PROMOTIONAL PRICES per card <sup>(1)</sup>	SIMPLE PERSONALIZATION per batch quantity	DELIVERY per batch quantity
50 to 200	€ 1.60	€ 1	€ 150	€ 15
250 to 500	€ 1.55		€ 170	€ 20
550 to 1,000	€ 1.50		€ 200	€ 25
1,050 to 2,000	€ 1.40		€ 300	€ 50
2,050 to 3,000	€ 1.35	X	€ 350	€ 80
3,050 to 4,000	€ 1.25		€ 450	€ 100
4,050 to 5,000	€ 1.15		€ 500	€ 120
more than 5,000	PLEASE CONTACT US			

You can discover **other greeting card models** on our website:

[www.unesco-greetingscards.org](http://www.unesco-greetingscards.org)  
(Our activity > Greeting cards > Catalogue).

**Please don't hesitate to contact us:**  
+ 33 (0)1 48 87 24 09

Public price unit in our shop: € 2.51 ex. VAT (€ 3 included tax)

<sup>(1)</sup> **Promotional models:** marked references «promotion» on the website [www.voeuxunesco.org](http://www.voeuxunesco.org); in the limit of stoks available on 2011/09/01. No reprint.

## • E-CARDS: TARIFFS ON REQUEST



## Completing the order

### 1 Order

Determine the unit price

Take the total number of cards you want and see rate chart (previous page) in order to determine the unit price.

Sample:

- 200 copies of the reference 12.11
- 400 copies of the reference 12.09
- Total of 600 copies = €1.50 each

### 2 Simple Personalization

If you want a simple personalization, fill out the form, otherwise jump to No. 3: Delivery

For the same personalization on different models of cards: total the card customize by size (the size is indicated with the reference of each card) and then see rate chart to determine the price of personalization per quantity.

Sample:

- 2 models of cards format 145x145 mm in 200 copies each. = 400 copies of the same size = € 170.
- 1 model of card format 123x160 mm in 200 copies = € 150
- Total customization for 3 models of card = € 320 (€ 170 + € 150).

### 3 Delivery

Take the total number of cards regardless of rate for determining the cost per quantity.

Sample:

Total of 600 cards = € 25.

### 4 Remember VAT

Applicable to the entire order

### 5 Total including tax

### 6 Complete the following page

### 1. Order (in batches of 50 copies minimum per reference)

Reference	Name of Artist	Quantity

TOTAL		AMOUNT NOT INCLUDED TAX
RATE (see rate chart)		

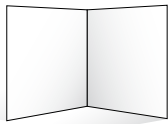
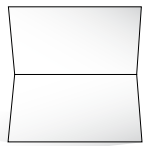
### 2. Simple Personalization:

Color (text and logo) : black

Text

Font  Times New Roman Best Wishes  Zapf Chancery *Best Wishes*  Eras Best Wishes

Logo (Attach file in vectorized EPS Illustrator® or TIF 300 dpi)

Portrait format  Place an × where you would like your logo placed on the inside page  Horse format

Card Format For Personalization (in mm)	Quantity	RATE (see personalization column in rate chart)

### 3. Delivery:

Calculation Package Shipping		
Number of cards Total	Delivery Rate (see delivery in rate chart)	Express
		<input type="checkbox"/> Yes (x 3) <input type="checkbox"/> No

### 4. VAT. :

TOTAL NOT INCLUDING TAX	
VAT 19,6 %	

### 5. Grand total included tax:

GRAND TOTAL INCLUDING TAX IN €	
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**Send this form by fax to +33 (0)1 40 29 96 64 or by mail to**

Editions UNESCO-DEL - 19, rue du Pont-aux-Choux, 75003 Paris - France

**6. Customer Details:**

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

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

Position or Department: \_\_\_\_\_

ORDER FORM

**Invoice Address:** \_\_\_\_\_

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

Post Code: \_\_\_\_\_ Locality: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Community V.A.T. No. for countries within the EEC: \_\_\_\_\_

**Delivery Address** (if different from above) : \_\_\_\_\_

Post Code: \_\_\_\_\_ Locality: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Other Details** (opening hours, entry code, etc.): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature and company stamp