

# PURCHASE ORDER



Purchase Order No .....  
*(If applicable)*  
Order Date .....  
Contact Name .....

Imperial Marketing  
12 Popes Meade, Highnam,  
Gloucester, Gloucestershire GL2 8LH  
Tel: 01452 500448 Fax: 01452 311722

**ORDERS CAN ALSO BE PLACED ON-LINE AT [www.imperial-marketing.co.uk](http://www.imperial-marketing.co.uk)  
OR SIMPLY EMAIL [sales@imperial-marketing.co.uk](mailto:sales@imperial-marketing.co.uk) WITH THE RELEVANT INFORMATION.**

School .....

Address .....

.....

..... Postcode .....

Telephone .....

Email .....

*(For us to contact you regarding delivery)*

Quantity of **THE WALL** message book packs required at £4.75 (+VAT) each\* .....

*(Each pack will include message book, black printed pen and smiley face sticker sheet)*

Quantity of **Recollections** school leavers' books required at £5.95 (+VAT) each\* .....

Please indicate your choice of colour for the pen:  
**Royal Blue, Sapphire Blue, Red, Green, Teal, Purple, Burgundy, Yellow or Black** .....

*(Please note that the writing ink colour in the pens is black)*

\*FREE delivery included (UK mainland schools only)

## PERSONALISATION INFORMATION

For personalisation of the front covers of **Recollections** and **THE WALL**,  
please supply (preferably by email) the following information:

- Your full school name
- Class list(s) of pupils' forenames and surnames

***You will be invoiced on despatch of your order and prices are subject to VAT at 20%.***

***Thank you for your order. We will contact you shortly regarding delivery  
which will be approximately two weeks from receipt of your order.***