

## ORDER SHEET

Please complete and send with your CD to:  
Digilab London, Unit F24, Parkhall Trading Estate, 40 Martell Road, London SE21 8EN.

Name: .....

Company: .....

Work / Mobile Telephone: .....

Order Reference / Purchase Order No: .....

Email: .....

Deadline\*: .....

### Order Details

*Useful Tip: If you have multiple images to print of a range of sizes – place the images in size folders.*

Image Code/s or Folder Name	Print Size	Quantity	Special Instructions

Delivery Address	Invoice Address (If different)
	Accounts Contact:
	Accounts Telephone:

### Delivery Type

<b>Standard</b> - Royal Mail First Class Recorded Delivery @ £5.00	
<b>Special</b> - Royal Mail Special Delivery @ £7.50 - <i>guaranteed next day before 1pm*</i>	
<b>Collection</b> - in person	
<b>Collection</b> - by courier	

*Date of despatch dependant on receipt of CD and work schedules\**

We will contact you once we receive your CD and order sheet to confirm order details and payment