

## Ordering Your Custom Logo Mat – DESIGN ORDER FORM

To Order: Simply complete this Design Form and fax or email back to us (details below).

Please ensure you send through a separate purchase order form if you have not placed your order online.

**1** Choose the size and quantity of the mats you require from either 'Standard' or 'Premium' quality by entering a figure in the appropriate row of last column. If you require mats with different designs or colour schemes, please complete a separate Design Form for each. For custom sized logo mats, please call **0800 1777 052** for help.

### Standard

Code	Size (cm)	Price Each (1)	Price Each (2+)	Number of Mats Required
MM/CUSMT2	60 x 85	£56.10	£41.50	
MM/CUSMT3	75 x 115	£107.55	£82.55	
MM/CUSMT4	85 x 150	£140.25	£109.25	
MM/CUSMT5	115 x 180	£227.70	£172.70	
MM/CUSMT6	115 x 240	£303.60	£230.60	
MM/CUSMT7	150 x 240	£396.00	£296.50	
MM/ARTWORK	One-off Artwork Charge	£35.00		✓


\* Finished size may vary by up to +/- 3%


### Premium

Code	Size (cm)	Price Each (1)	Price Each (2+)	Number of Mats Required
SU/CUSMT2	60 x 85	£94.95	£79.95	
SU/CUSMT3	85 x 115	£174.95	£149.95	
SU/CUSMT4	85 x 150	£226.95	£195.95	
SU/CUSMT5	115 x 180	£379.75	£324.50	
SU/CUSMT6	115 x 240	£472.95	£399.95	
SU/CUSMT7	150 x 240	£599.45	£499.95	
SU/ARTWORK	One-off Artwork Charge	£35.00		✓

\* Finished size may vary by up to +/- 3%

**2** Tell us the orientation (please tick one box)

Portrait (Vertical) 

Landscape (Horizontal) 

**4** Supply us with your wording and layout of the mat

Either by email to [sales@nbbmatting.co.uk](mailto:sales@nbbmatting.co.uk) or fax to 0800 1777 053.

Example



**3** Tell us the colours you would like

Please tick the 1 to 8 colours that you would like (including background colours) from the standard range of 16 colours shown below. 1 to 8 colours are included in the standard price. If you need more than 8 please call 0800 1777 052. Please note different colours for Standard and Premium mats.

### Standard



\* Actual colours may vary slightly from those reproduced above

### Premium



\* Actual colours may vary slightly from those reproduced above

**5** Supply us with the artwork

Either By Email (quickest method) to: [sales@nbbmatting.co.uk](mailto:sales@nbbmatting.co.uk)

We welcome any professionally designed artwork in EPS, TIFF or high resolution JPG format. This may be in either PC or Mac format.

If you have access to a scanner, please send us your straight aligned (upright) scan in a JPG file with a resolution of at least 150 dpi (but preferably 300 dpi, no higher).

We will return the colour design proof to you by email if you supply your address. Otherwise we will post a print to you.

PLEASE remember to fax the two completed order forms as well!

### Or By Post

Please send a flat, un-creased business card, letterhead or brochure, without staples in or any drawing on it (so that we may scan it).

Please send us the two completed order forms with the artwork. (we do not normally return the supplied artwork piece).

**6** Colour Proof

We will contact you shortly with a colour proof of the mat. We will not proceed with manufacture until we have written confirmation (by fax, email or post) from you that you are happy with the design and layout (artwork changes are charged at £10 per revision). Then we will deliver your vivid custom logo mats as soon as we possibly can!

**Please note: If the order is cancelled after the customer receives artwork proof the £35 artwork fee will still be charged.**