ORDER FORM

PLEASE PHOTOCOPY THIS ORDER FORM.

Do you need any SAMPLES?
Send us your request: **Fax: (02) 9316 4333**
or **Email: orders@harlequininternational.com.au**

Email your new logo's to:
artwork@harlequininternational.com.au
When emaling, you must write your full school name in the subject bar.

harlequin INTERNATIONAL

SCHOOL NAME _____ TEL ( ) _____ FAX ( ) _____

ADDRESS _____ EMAIL _____

_____ NAME _____ MOBILE _____

STATE _____ POSTCODE _____ NO OF PUPILS _____ SIGNED _____ DATE _____

JOIN OUR **VIP CLUB** NOW AT: **WWW.SCHOOLBAGS.COM.AU/CLUBHARLEY**

QUOTE YOUR CLUB HARLEY NUMBER: _____

QTY	ITEM COLOUR	PRODUCT DESCRIPTION	SIZE	PRINT COLOUR	NEW CLIENT (Y/N)	PRICE

clubharley 5% OFF ALL PRICES

IMPORTANT NOTES/TERMS

All orders received via fax/email/verbal or post are accepted subject to Harlequin's terms and conditions of sale:

VARIANCES
Regarding samples viewed and products ordered. Due to nature of hand made manufacture, products supplied may differ slightly from batch to batch in material, colour, print colour and size of product with a +/- 10% variance and product designs may be subject to change without prior notice.

SAMPLES
Requested samples will be sent FREE of CHARGE with no obligation to place orders. Samples may be displayed/tested for up to 3 months, but must be returned to Harlequin after use. Samples will only be charged for if lost or kept and will be re-invoiced at the retail price incl. GST. It is very important, when returning your samples, to make sure that you have a receipt for proof of despatch. "Overdue Payment Statements" are sent to you only as a reminder that you are still in possession of the requested samples and to return them after use. Samples will only be credited against your account once received back at Harlequin.

ARTWORK
School logos/designs must be supplied in vector created EPS files or an artwork fee of $45+GST will apply. Please email your logo in that format to artwork@harlequininternational.com.au. For use only as an example of our production/sampling purposes, Harlequin reserves the right to use and illustrate any customer's school logo/design that has been provided to us.

UPDATED PRODUCTS
All products are advertised with their latest features. Existing warehouse stock will be supplied first.

SCREENS
A mandatory screen fee of $40+gst will be charged on ALL first time orders. Subsequent screens will be free of charge except for first orders of any printed Swim caps, Tea Towels and Hats. No set up/screen costs will be incurred on repeat orders of the same design. FREE screens on orders of 500+ units. Digital transfers will be costed on sight of logo design. *Embroided logo's will be costed on sight of logo design.

PRICING
Prices are quoted per unit in Australian Dollars excluding GST and include a FREE 1 COLOUR PRINT on all products, unless otherwise stated. Multi-colour logos and embroidery are available with costs given on sight of design. Minimum quantities apply and prices may be subject to change without prior notice. Payment for goods and services is due within 7days of delivery and remain the property of Harlequin until invoice is paid in full. Overdue accounts may incur administration charges and forfeit any discounts applied to invoices.

WARRANTY
All Harlequin nylon products are manufactured to the highest industry standards. We offer a manufacturers' warranty on all products. Unless otherwise stated, we warrant against any faulty workmanship and/or materials, excluding discounted products sold as imperfect or seconds and any misuse or normal wear and tear of product.

DELIVERY
Delivery will take 10 days for unprinted orders, 4/6 weeks from receipt of artwork for printed and 12/14 weeks for *special bag colour orders, excluding Christmas holiday shutdown from 17th December 2010, through to 10th January 2011 and any stock delays. Deliveries must be checked upon receipt as any discrepancies will not be accepted after 14 days. We recommend you place INDENT ORDERS to guarantee your delivery schedule and to avoid any unforeseen delays in stock availability.
Once you recieve your delivery, store your goods in a cool place.

INDENT ORDERING EXPLANATION
Indent Orders are orders placed for goods that schools are not required to pay for until their nominated delivery date. Importantly, it is a guaranteed way of securing your stock & delivery. Indent deliveries commence from 1st September through to 1st February at your request.

FREIGHT & HANDLING
For a more secure and efficient service, all Harlequin products will be delivered by courier at a substantially subsidised rate from Harlequin of only $12.95+GST per parcel to any school anywhere in Australia, unless otherwise stated. Due to heavy weight of Diaries, Display folders, Tea Towels, Aprons and orders for New Zealand will be charged freight at published prices.

CANCELLATIONS
Cancellations will be accepted at Harlequin's discretion. Verbal cancellations will not be accepted nor orders that have already been completed. A request for a cancellation must be sent in writing and will be confirmed by return fax to verify receipt of request. Any artwork/screen costs incurred by Harlequin will be charged for. Indent order cancellations will carry a 50% cancellation fee of the total order placed.

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