

**Request For Quotation**

Please complete the form, and **either print and fax it, or   
save and e-mail it to us**.

Once we have received the completed request form, we will confirm the entered details and final pricing before proceeding with the order.

All orders must be received 14 days prior to delivery date with approved art work.   
Rush orders will be subject to an additional surcharge.

**Please attach the text, logo or image to be printed.   
NB!** This has to be in PDF or JPEG format and must be in black and white.

|  |  |
| --- | --- |
| Order Date | Click arrow on right to select the order date. |
| Date Required | Click arrow on right to select due date. |
| Name of Company / School | Click here to enter School/Company Name. |
| Address | Click here to enter address. |
|  | Click here to enter address. |
|  | Click here to enter address. |
| Nearest Post Office and Postal code | Post Office Name. Postal Code. |
| Contact Person | Contact Person. |
| Contact Number | Landline / Office Number. |
| Contact Cell Number | Contact Person Cell Number. |
| **AWARD RIBBONS** |  |
| Text on Ribbon (E.g. 1 or First, etc) | Click here to enter ribbon text. |
| Number of Ribbons required | How many ribbons? |
| Colour of Ribbon | Click to choose a Ribbon colour. |
| Colour of Foil | Click to choose Foil Colour. |
| **AWARD RIBBONS** |  |
| Text on Ribbon (E.g. 2 or Second, etc) | Click here to enter ribbon text. |
| Number of Ribbons required | How many ribbons? |
| Colour of Ribbon | Click to choose a Ribbon colour. |
| Colour of Foil | Click to choose Foil Colour. |
| **AWARD RIBBONS** |  |
| Text on Ribbon (E.g. 3 or Third, etc) | Click here to enter ribbon text. |
| Number of Ribbons required | How many ribbons? |
| Colour of Ribbon | Click to choose a Ribbon colour. |
| Colour of Foil | Click to choose Foil Colour. |
| **Please attach drawings** of the different ribbons you would like to order.  All ribbons are pinked unless otherwise requested. | |
| **PAPER RIBBONS** | Eg. “Merry Christmas”, “Happy Easter” etc. |
| Text on Ribbon | Click here to enter ribbon text. |
| Number of Rolls | Click here to enter number of rolls. |
| Colour of Ribbon | Click here to enter colour. |
| **SATIN RIBBONS** | Eg. “Merry Christmas”, “Happy Easter” etc. |
| Text on Ribbon | Click here to enter ribbon text. |
| Number of Rolls | Click here to enter number of rolls. |
| Colour of Ribbon | Click here to enter colour. |
| Width of Ribbon (15mm – 50mm) | Click here to enter ribbon width. |
| **PACKED PAPER RIBBON** | Eg. “Merry Christmas”, “Happy Easter” etc. |
| Text on Ribbon | Click here to enter ribbon text. |
| Number of Packets | Click here to enter number of packets. |
| Colour of ribbon | Click here to enter colour. |
| Text of your message | Click here to enter ribbon text. |
| No charge for artwork for these standard, non personalised orders. | |
| **DIARIES** |  |
| Size of Diaries | Choose a Diary size. |
| Colour of Diaries | Choose a Colour. |
| **Please attach a list** of names and quantities for each to be foiled. | |
| **Additional Comments and Requests** | |
| Click here to enter additional comments. | |

**Thank you for your enquiry!   
- The “Ribbons 4 Africa” team.**

**Please remember to attach all the relevant lists and graphics as stipulated above!**

**Fax : 011 454 6641**[**linda@ribbons4africa.com**](mailto:linda@ribbons4africa.com)[www.ribbons4africa.com](http://www.ribbons4africa.com)