

BOOK TOKENS LIMITED

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**NATIONAL BOOK TOKENS PERSONALISED GIFT CARD ORDER FORM**

**1. Please complete this form and return it to us signed**

**2. Your order will be processed and gift cards sent out within 10 working days**

**GLN NUMBER:**

**PURCHASE ORDER NUMBER:**

BOOKSHOP NAME:

CONTACT NAME:

TITLE:

ADDRESS:

POSTCODE:

Telephone:

Email address:

**Order details:**

Total quantity of cards: \_\_\_\_\_\_\_

**(A minimum of 50 cards must be ordered – orders are based on a single design)**

Cost per card (see pricing grid below): £0.\_\_\_\_\_

Special Instructions (please attach)

Total order value (card load):£\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| I acknowledge that by signing this I agree to Book Tokens Ltd Bulk Personalised terms of supply and to Book Tokens ltd fulfilling my order.  Signed…………………………………… Position…………………………………  Print Name Date |

|  |  |
| --- | --- |
| 100 to 500 | £0.89 each |
| 500 to 1000 | £0.69 each |
| Over 1000 | £0.49 each |

**Card personalisation unit price £10 or more per card - personalisation is free**

**Personalising gift cards – Terms & Conditions**

We aim to provide you with a fast, high-quality service. Please double-check your order on screen and your acknowledgement email carefully to check that all the details are correct. It is up to you to ensure that content you have provided for your personalised gift card is correct, and (for example) is spelt correctly.

If you are uploading a photo, images must be in JPEG, GIF or PNG format. Any other format such as Word documents and PDFs cannot be accepted. For best results, we advise that you make sure that the image is print quality – we recommend for a full bleed image that your photo is approximately1082 pixels x 709 pixels (or the equivalent thereof for smaller image areas) and that images are 300DPI (Dots Per Inch). If you try to upload a photo that has a lower resolution or image size, we will accept it and it might appear grainy, of low resolution or of low quality on the finished gift card.

By uploading or including any content or material on a personalised gift card, you grant us a non-exclusive, royalty-free, irrevocable licence (including the right to grant sub-licences through multiple tiers) to use, reproduce, adapt and distribute that content or material solely for the purpose of performing obligations and exercising rights under these Terms. Note that we may modify content or material in order to conform it to our or the requirements of the gift card printing process (such as by cropping images).

**Image and Text Guidelines:**

Images uploaded and the text used on your personalised gift or greeting card must conform to the following guidelines:

You must own (or have the permission of the image owner) to use it. If your image includes another person, you must have their consent to use it (we reserve the right to request written permission).

The image or text you choose for your card must not contain any of the following:

* Offensive material – for example images or text relating to racism, religious intolerance, cruelty, violence, death, injury, profanity, obscenity, weapons or terrorism, anti-social or obscene behaviour, or socially unacceptable groups. Or political statements or images relating to ethnicity or religion.
* Company names or trademarks or other images or text protected by copyright
* Slogans, tag lines, branding, marketing of companies
* Images of, or the name or nickname of, celebrities or public figures or fictional characters
* Contact information – e.g., telephone numbers, URLs, social media or email addresses
* Nudity, provocative, lewd or sexual images or content
* Content where drinking, being drunk, smoking or gambling is the focus
* Content that might reflect poorly or might engender hostility towards National Book Tokens
* Images or text relating to money, currency
* Images of flags or national symbols if used offensively or with any additional artwork or writing on them