

How to order from Clockwork

Step

1

Decide whether you need file conversion and a proof

Do you need us to convert your file to PDF?

We prefer printing from PDF file format. If your file isn't a PDF we can arrange conversion to PDF. This is strongly suggested for files created in Microsoft Office as these files can change in appearance when converted to PDF. Be aware that if you don't submit a PDF file we can't guarantee that your print will look as it should once its printed.

Do you need a machine printed proof?

Different printing processes will produce different colour results from the same artwork. Printed colours will vary from the colours displayed on your screen. If colour matching is critical, we recommend that you request a machine proof. We'll produce a sample print for you to check before we print at full size.

Step

2

Check your artwork

Check your artwork for common errors and omissions. We like to check the following :

- Does your artwork have crop marks and at least 3mm of bleed for images that go to the edge of the paper? If you need more information on this please call us on 08 9321 0877.
- Have you checked the spelling?
- Have you checked the phone number, email address, and street addresses?

Step

3

Determine Payment Method

If you don't have an account with us we will need payment before we can proceed. Page 2 of this PDF contains our payment authorisation form. Please complete and return this form to us when you submit your order.

Step

4

Submit your order

Send your quote, artwork , payment authorisation form and any extra instructions including the time & date you would like your job completed by, delivery requirements & proof requests to us using one of the following methods :

- **For artwork smaller than 7MB** e-mail westperth@clockworkprint.com.au
- **For artwork larger than 7 MB** please visit our website www.clockworkprint.com.au & click on 'Upload a file' in the top right hand corner of the page.
- **For hardcopies that need collection** please call to organise pick-up or visit our website & click on 'Arrange a Pick-Up' in the top right hand corner of the page.

Finished!

Once your job is complete & ready to collect, we'll contact you via telephone.

Payment Authorisation Form

If you don't have an account with us we'll need some extra information before we can start your job. There are two options. You can provide us with your contact details and a credit card number. Depending on the cost of the job, we may authorise a payment to the card, but we will not process the payment until the job is complete. Alternatively a 50% deposit is required which can be paid by cash, cheque or EFT. If you need further information about this form and why it's required, please do not hesitate to call our sales team on **(08) 9321 0877**.

Credit Card Method

Business Name _____

Delivery Address _____

Suburb _____ **Post Code** _____

Billing Address _____

Suburb _____ **Post Code** _____

Contact Name _____

Email (for invoice) _____

Contact Telephone _____

Credit Card Number _____

VISA & Mastercard Only

Credit Card Expiry Date __ / __
month year



Credit Card Security Number ___

CSV security number can be found on the back of your card.
It is the last three digits printed on the signature panel.

Signed _____

Date _____

Please tick boxes

- Charge this credit card once the job is complete
- Keep this credit card on file for future orders

50% Deposit Method

Once we receive payment of 50% of the quoted price of your job we will proceed to print. Payment options include

Option 1

Pay with cash at 610 Murray Street West Perth.

Option 2

Pay by cheque, payable to 'Clockwork'. Post to PO BOX 1144 West Perth 6872.

Option 3

Pay by electronic funds transfer (EFT).

Please forward a copy of your EFT receipt & email to westperth@clockworkprint.com.au

Banking details are below :

[Westpac Banking Group](#)

BSB 036 224

Account 184237

Please include your quote number or company name when you EFT us.

Apply for an account

If you plan on using Clockwork's services regularly, you'll save time and effort by applying for an account. Visit our website www.clockworkprint.com.au and download an application form.

The Clockworker Newsletter

Sign up for our quarterly newsletter and keep informed on the latest products and special offers.

- Please send me the quarterly Clockwork Newsletter.