# RICARA Order Form

clothing solutions...*made simple*

Date___/___/___

RICARA Limited, Units 3-5 Gloucester Road Estate, Gloucester Road, Littlehampton, West Sussex, BN17 7BS.

Tel: +44 (0)1903 717298 Fax: +44 (0)1903 724171 www.ricara.co.uk sales@ricara.co.uk

| Repeat order ☐ | First order ☐ | Change from previous design ☐ | Artwork attached ☐ |
|---|---|---|---|

**Customer Details:**

| | | | |
|---|---|---|---|
| Account No: | | | |
| Company/School/Group: | | | |
| Contact Name: | | | |
| Address: | | | |
| | | | |
| | | | |
| | | | |
| Postcode: | | | |
| Tel: | | Fax: | |
| Email: | | | |

**Printed Garments** ☐

| | |
|---|---|
| Print Colours: | |
| Name & Description of Design: | |

**Embroidered Garments** ☐

| | |
|---|---|
| Embroidery Colours: | |
| Name & Description of Design: | |

| | |
|---|---|
| Alternative Delivery Address: | |
| | |
| | |
| | |
| Postcode: | |
| Tel: | |
| Email: | |

**Print / Embroidery Position:**

| | | |
|---|---|---|
| Centre Front ☐ | Left Breast ☐ | Back ☐ |
| Cap/Hat ☐ | Right Sleeve ☐ | Left Sleeve ☐ |
| Right Breast ☐ | Other Position | |

**FOR OFFICE USE ONLY** **DESIGN CODE**

| Item Code | Size | Colour | Garment Description | Unit Price | Quantity | Total |
|---|---|---|---|---|---|---|
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I/We wish to pay by VISA MASTERCARD SWITCH

BALANCE FROM OVERLEAF £

Card No:_____ Expiry Date:___/___/___

GRAND TOTAL £

(Excluding VAT)

Signature:_____ Issue No:_____ Security No:_____

**Applicable to Schools Only.** For VAT reasons please state age range of children in school: _____to_____

PLEASE KEEP A PHOTOCOPY FOR YOUR OWN REFERENCE

| Item Code | Size | Colour | Garment Description | Unit Price | Quantity | Total |
|---|---|---|---|---|---|---|
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SUB TOTAL £

(Excluding VAT)

Please add this figure to the grand total box provided on the front of this sheet.