

The Photo Album Shop

Photo Album Specialists

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 fax: 02 - 9457 7344
 post: PO Box 204
 HORNSBY NSW 1630
 AUSTRALIA
 service@photoalbumshop.com.au

Order form for 12"x12" square post-bound single-mat album

Album cover material		Colour	
Window options (+AUD\$20) <i>* not available on timber & metal covers</i>	NONE (default)	<input type="checkbox"/>	2½"x3½" vertical window <input type="checkbox"/>
	* 2½"x3½" horizontal window	<input type="checkbox"/>	* 3½"x3½" square window <input type="checkbox"/>
	* 5"x3½" V oval cameo GOLD	<input type="checkbox"/>	* 5"x3½" V oval cameo SILVER <input type="checkbox"/>
Mat options	BLACK single mats	<input type="checkbox"/>	WHITE single mats <input type="checkbox"/>
Page corners	BLACK corners	<input type="checkbox"/>	SILVER corners <input type="checkbox"/>
	GOLD corners	<input type="checkbox"/>	none <input type="checkbox"/>

MAT #	MAT CODE	PHOTO SIZES (in inches)	MAT LAYOUT	MAT LAYOUT	PHOTO SIZES (in inches)	MAT CODE	MAT #
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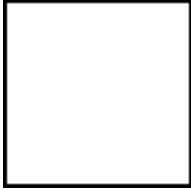
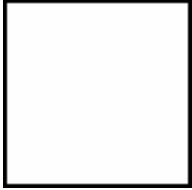
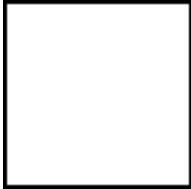
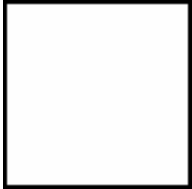
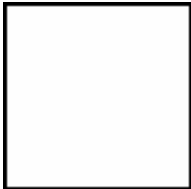
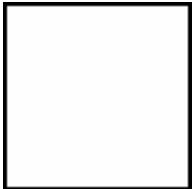
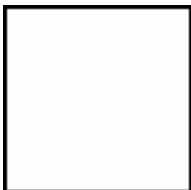
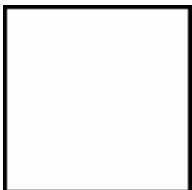
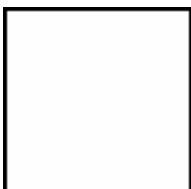
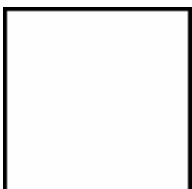
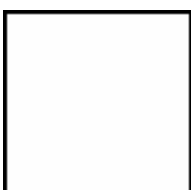
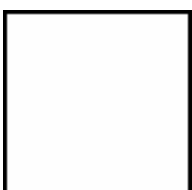
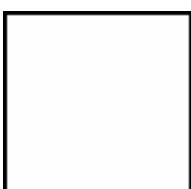
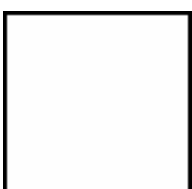
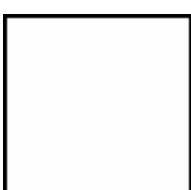
Mat 1 is a 'stand-alone mat' on the right-hand side of your album when you open it. Mats 2 and 3 are 'facing mats', and so on, until the LAST mat in your album which is another 'stand-alone mat' on the left side.

			<input type="checkbox"/>		<table border="0"> <tr><td>_____</td><td>A</td><td></td></tr> <tr><td>_____</td><td>B</td><td><input type="checkbox"/></td></tr> <tr><td>_____</td><td>C</td><td></td></tr> </table>	_____	A		_____	B	<input type="checkbox"/>	_____	C		1										
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_____	B	<input type="checkbox"/>																							
_____	C																								
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4	<input type="checkbox"/>	<table border="0"> <tr><td>_____</td><td>A</td><td></td></tr> <tr><td>_____</td><td>B</td><td></td></tr> <tr><td>_____</td><td>C</td><td></td></tr> </table>	_____	A		_____	B		_____	C		<input type="checkbox"/>	<input type="checkbox"/>	<table border="0"> <tr><td>_____</td><td>A</td><td></td></tr> <tr><td>_____</td><td>B</td><td></td></tr> <tr><td>_____</td><td>C</td><td></td></tr> </table>	_____	A		_____	B		_____	C		<input type="checkbox"/>	5
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Your Name (our order reference) _____

MAT #	MAT CODE or	PHOTO SIZES (in inches)	MAT LAYOUT	MAT LAYOUT	PHOTO SIZES (in inches) or	MAT CODE	MAT #
8	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	9
10	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	11
12	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	13
14	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	15
16	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	17
18	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	19
20	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	21
22	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	23

MAT #	MAT CODE or	PHOTO SIZES (in inches)	MAT LAYOUT	MAT LAYOUT	PHOTO SIZES (in inches) or	MAT CODE	MAT #
24	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	25
26	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	27
28	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	29
30	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	31
32	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	33
34	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	35
36	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	37
38	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	39

MAT #	MAT CODE or	PHOTO SIZES (in inches)	MAT LAYOUT	MAT LAYOUT	PHOTO SIZES (in inches) or	MAT CODE	MAT #
40	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	41
42	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	43
44	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	45
46	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	47
48	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	49
50	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	51
52	<input type="checkbox"/>	A B C			A B C	<input type="checkbox"/>	53
54	<input type="checkbox"/>	A B C		<p>The LAST mat in your album (not necessarily <i>this</i> mat) will be a stand-alone mat on the left-hand side of your album, just like the first mat was a stand-alone on the right-hand side.</p>			

About your order

At The Photo Album Shop, we strive for very high levels of service and quality. We understand that the ordering process for our professional albums can appear complicated, so if you have any queries, please email us at service@photoalbumshop.com.au or phone us on (61) - 2 - 9457 7322 for assistance.

When this form is complete, please fax or post it to us. We will check it in detail, clarify any uncertainties we may have, and then seek your final approval of the grand total (*including shipping*) before we process any payment. We will require a non-refundable deposit of AUD\$100 to begin work on your album.

Construction time of professional albums is typically around four weeks, depending on workload (*longer over the Christmas period*). Every order is important, and we do not do rush jobs. Upon completion, the balance of your payment is processed and your order is shipped promptly using the service you have requested.

Shipping charges and services are detailed under the 'shipping' tab at www.photoalbumshop.com.au (\$12 for orders shipped within Australia; typically \$75-\$120 for orders shipped overseas via Air Mail). We will gladly quote firm shipping charges once we know your order. Orders are insured and shipped by Australia Post.

How to use this order form

STANDARD MAT DESIGNS: Choose your mats from our huge range of standard mat designs, which can be downloaded from our website. It is important to note that the openings are about ½" smaller than the photo sizes listed, which creates the overlap necessary to hold your photos in place behind the mats.

Mats will be mounted as shown in our mat charts. However, you can choose to have any mats in your album ROTATED or MIRRORED to create the exact layout which you want. There is NO surcharge for this. Simply write the details of how you want the mats to be mounted under the Mat Code box, as shown below:

To specify mat code H46



write "H46" in the Mat Code box



To specify mat H46 MIRROR



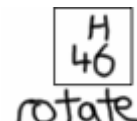
write "H46 mirror" in the box



To specify mat H46 ROTATED

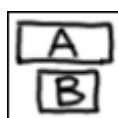


write "H46 rotate" in the box

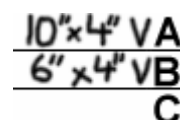


CUSTOM MAT DESIGNS: If you can't find a particular mat design which you require from amongst our range of standard mat designs, you may wish to create your own custom mat design. Custom designs cost more, and are charged *per opening* of your design. We ensure that all custom designs are perfectly positioned on the mat.

1. Sketch your design in the MAT LAYOUT box and mark the openings you want as A, B and C (*etc*).



2. Write in the PHOTO SIZES for the openings you have sketched - remember, the actual openings will be cut about ½" smaller to provide overlap.



Your Details

Your name	
Your postal address	
Your phone	Your fax
Your email	

PLEASE NOTE: Credit Card details may also be emailed or phoned to us. Other acceptable payment methods include cheque or money order (*Australian dollars only, subject to clearance*), and cash or eftpos (*in showroom only*). Upon receipt of this order, we will check it in detail, clarify any uncertainties we may have, and then seek your final approval of the grand total (*including shipping*) before we process any payment. Upon your final approval, we will process a non-refundable deposit of AUD\$100 and begin work on your album. You may also make secure online payments via PayPal to payments@photoalbumshop.com.au

I hereby authorise The Photo Album Shop to process a non-refundable deposit of AUD\$100 using the credit-card details below upon acceptance of this order, and the balance of payment due for this order upon its completion.

Credit Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Number	Expiration date
Name on card	Verification code
Signature of cardholder	Date

Cost Calculator

Album cover cost (<i>no pages</i>):		=
Cover options (<i>window, cameo, etc</i>):		=
Album leaves (<i>per 1 leaf & 2 mats</i>):	<i>Per leaf</i> x qty	=
Custom mat designs (<i>per opening</i>):	<i>Per open</i> x qty	=
Shipping charges:		=
ESTIMATED GRAND TOTAL (Australian Dollars AUD\$)		=