



**ORDER FORM 2024**

**Please print clearly, complete ALL details and return to:** Jesuit Communications, PO Box 553, Richmond, VIC, 3121  
 Tel: 03 9421 9666; Email: [sales@jesuit.org.au](mailto:sales@jesuit.org.au). Orders must be placed by 1 June 2024 for September 2024 delivery.  
 Please contact us directly if ordering later or for different delivery date.

**PLEASE SUPPLY GOODS AS DETAILED BELOW:**

College Name	ABN:		
Delivery Address (must be street address)			
Special delivery instructions			
Billing Address (if different to above)			
Contact Name & telephone			
Email			
Actual date of graduation	Preferred delivery date:		
Purchase Order No.	Please attach a copy of your school purchase order		
Is the organisation a member of the Catholic GST Religious Group? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Quantity	Unit Price \$33.00 (excl GST)	Sub Total (excl GST)	\$
Customisation Fee \$1500 for orders under 500 copies			\$
Total (excl GST) Note price does not include freight* (*Freight will be charged as an additional fee on final invoice)			\$

**STANDARD VERSION** Minimum order quantity – 50 copies

- Introduction by Bishop Greg O’Kelly SJ
- Space for you to include your own message
- Standard cover colour is **Blue**. Orders 200+ copies choice of other colours available. Please advise preferred colour here and we will confirm availability. Preferred colour: \_\_\_\_\_

**CUSTOMISED VERSION** Customisation included for orders of 500+ copies (under 500 copies additional charge of \$1500.00 applies)

- Choice of cover colour with gold embossed College name and crest on cover
  - Personalised message/Introduction
1. **Cover Colour**  Green  Blue  Red  Burgundy  White
2. **Text (College name)** to appear on front cover and title page (please print clearly):  
 \_\_\_\_\_
3. **College crest** Please supply a high-resolution file; preferably mono (one colour), vector digital file (eps). Other formats may be acceptable but need to be checked for suitability. Email to: [sales@jesuit.org.au](mailto:sales@jesuit.org.au)
4. **Introduction (choose one option)**
- Include Standard Introduction by Bishop Greg OKelly sj
  - Include personalised message from College
- Text to be supplied in Word doc, proof-read and signed-off by authorised personnel. Please include a page heading for your message. Note: edits to message at proof stage may incur additional charge.
5. **Other relevant information:** \_\_\_\_\_

<b>AUTHORISED BY:</b>	Name _____	Position _____
	Signature _____	Date _____