



Treasured Times Ltd.
Clonmel House,
Forster Way,
Swords,
Co. Dublin
Ph: +353 (0)1-5065623
Email: info@treasuredtimes.ie
www.treasuredtimes.ie

How to order

In order to make the card selection process easier for you we have designed this sample pack with fewer unnecessary booklets and leaflets. Simply refer back to our website to see our extensive range of card designs, www.treasuredtimes.ie. Choose a design from the themes listed on the website that best suits your requirements. Should you have a background, verse or poem in mind this is not a problem, we will produce this design for you at no extra cost.

In the Sample Pack we have included a small selection of our sample cards to give you an idea of the card size and quality of finish. We are happy to work with you to design products to your individual needs. Please contact us if you have any questions.

Some Guidelines below on placing an order with us:

Order forms must be accompanied by:

A deposit of €50.00 for each product ordered. The full amount is required once the final proof has been approved and prior to postage. We accept payment by cheque, postal order, cash, credit card and Pay-pal. Payments can be made through the "Order Now" link on our website.

Photographs:

Please send to us the best quality photograph you have. Please do not send us copies or computer print outs. There is no need to cut photos. We can also remove unwanted backgrounds or objects from photos. Please number each photograph e.g. Number 1 – page 1 etc and indicate if necessary the deceased by placing an X on the back of the photo. We can accept photographs and digital images on disk, USB memory sticks, or through the image upload link on the website. Email photos to: info@treasuredtimes.ie. We will return all images sent to us.

Verses:

Simply take a look at the full list of long and short verses on our Website. If you wish us to put in your own verse or words please write them out clearly on a separate piece of paper and send it on to us.

Backgrounds:

We have a wide range of background images to choose from. But if you have your own image please provide this with your photos. All our verses and backgrounds can be viewed on our website. All card designs are interchangeable should you wish to do so.



Treasured Times Ltd.
Clonmel House,
Forster Way,
Swords,
Co. Dublin
Ph: +353 (0)1-5065623
Email: info@treasuredtimes.ie
www.treasuredtimes.ie

Order form:

Please fill out our order form enclosed in sample pack, this can also be downloaded from our website. Please add any personal design requirements at this time. Please enter the card and verse reference codes from the website on the order form. Add any additional detail you require in your design.

On-Line order form:

You may wish to complete your order online. If so, select the product/s, the card design and the background you require. If you have your own ideas please enter them in the "Extra Details" box. Once these details are entered on the order form, click on "Finalise order" which takes you through to the payment page. Once this is completed, your order form is automatically sent to us.

How long will your order take:

After **8-10 working days** you will receive your order and all material provided in the post. This is subject to your approval of the design proof. All drafts are sent by email.

Re-ordering:

We keep all completed designs on file. Please contact us if you need any more copies and we will be able to re-print.

Should you have any other questions please contact us by phone, email or through our website.