

DILIGENT OFFICE HANDS.

(Extra hands for all your typing/admin needs)

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 Co. Dublin
 IRELAND
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 Website: www.diligentofficehands.com

Contact name (first name, surname)	
Company name (if applicable)	
Company/Home: street address	
Town/city	
Postal Code	
Contact telephone number	
Contact email address	

Mark the box next to the description of all the services that you require:		X
1.1.	I require a hand-written personal message (details included below) in each card that I provide.	<input type="checkbox"/>
1.2. or	I require filling of all the envelopes provided with the pre-printed cards.	<input type="checkbox"/>
2.1.	I require the recipients' names and addresses to be hand-written (from an address list which I will provide) on each matching envelope.	<input type="checkbox"/>
or	I will provide pre-printed address labels to be affixed to each envelope.	<input type="checkbox"/>
3.1.	I will provide pre-printed "return address" labels to be affixed to each envelope.	<input type="checkbox"/>
3.2. or	I require a hand-written "return address" on each envelope.	<input type="checkbox"/>
4.1.	I will provide the necessary postage, and require that it be appropriately affixed to each envelope.	<input type="checkbox"/>
4.2. or	I require Diligent Office Hands to purchase the necessary postage on my behalf, and affix the stamps to the envelopes.	<input type="checkbox"/>
4.3. or	I do not require any postage to be affixed to the envelopes.	<input type="checkbox"/>
5.1.	I require Diligent Office Hands to mail all the filled, addressed, and stamped envelopes by the end of the mailing period indicated below.	<input type="checkbox"/>
5.2. or	I will collect all the filled, addressed, and stamped (if this option is selected) envelopes on the date indicated below.	<input type="checkbox"/>

Quotations are based on the number of items to which each service will be applied:

Number of items (Note that one item = matching card plus envelope)	
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Personal message (if option 1.1. is selected).	
Standard rates are based on a message with a maximum length of 350 characters. Additional fees are attached to longer messages:	
Time period for mailing of this order (if option 5.1. is selected) <i>Please provide a start and end date for the mailing period.</i>	(start date)
	(end date)
Date on which customer will collect the completed order (if option 5.2. is selected)	