



1 Old Winery Business Park  
Cawston, Norwich, Norfolk  
NR10 4FE  
0330 120 0770  
business@signalong.org.uk

## Licensing of Signs

A Licence gives you the right to print and distribute, within your organisation or establishment, our signs under the terms and conditions as stated in the Licence Agreement Document. This is a Perpetual Licence and will not require renewal. A copy of the Licence Agreement Document will be sent to you via email and you must sign and return one copy to us, keeping a copy for yourself. Please note that no work will commence on your license until payment has been received and turnaround time is usually 15 working days for completion.

### Cost

A licence costs £4.50 + VAT per sign. Please note that there is a minimum order charge of £50 +VAT.

### Signs-one sign or two?

Each part of speech (e.g. noun, adjective...) counts as 1 sign.

E.g. School dinner counts as 2 signs as "school" is an adjective, and "dinner" is a noun.

### New signs

There will be an additional charge of £10.00 +VAT per sign.

### New drawings

If you want 2 signs to be combined into 1 sign, there will be a charge of £5.00 +VAT per combined drawing, as the signs have to be re-drawn again to match each other.

### Format of signs (Please tick required format)

1) Word Document (default)  OR PDF

2) CD (default)  OR Memory Stick (additional charge)  OR Emailed Direct

### Page Layout (how many signs on each page)

9 signs on A4 (default) ..... 2 signs on A4 (landscape) ..... 4 signs on A5 .....

4 signs on A4 ..... 1 sign on A4 ..... 1 sign on A5 .....

Estimated number of signs..... Estimated Cost.....+ VAT

Signature ..... Date.....

Please print your name .....



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## Licensee & Invoice Payer Details

### Licensee Details

Name.....Establishment/School.....

Address (for licence).....

.....

.....

Telephone..... Email.....

Signature..... Date.....

### Invoice Details

Order number.....

Establishment..... FAO.....

Address.....

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Telephone..... Email.....

Signature..... Date.....

Page.....	Please fill out each column and make sure that words are non-ambiguous. Please give your word list in the order you would like the signs to appear.			
	<b>Chapter (Optional)</b>	<b>Sign</b>	<b>Context</b>	<b>Part of speech</b>
e.g.	Chapter 1 "Camping"	Light	Torch / Lamp	Noun
e.g.		Light	Weight	Adjective
e.g.		Light	Not dark	Adjective
e.g.	Chapter 8 "Clothing"	Dress	Item of clothing	Noun
e.g.		Dress	Getting dressed	Verb
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