

2012  
Catalogue

# Sage Stationery

Original. Simple. Compatible.

sage

## Delivery Times

**Personalised Stationery Delivery** - Once you've approved a design, we can print and deliver it within one month.

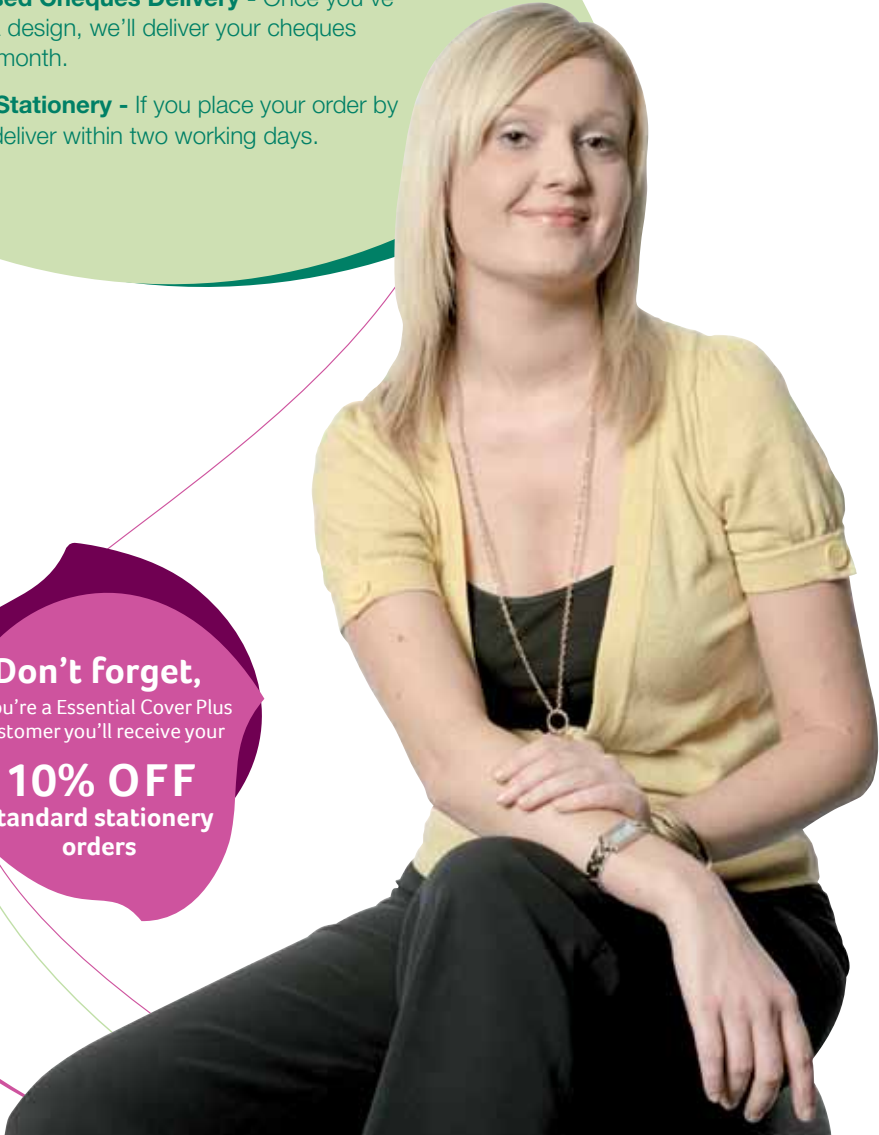
**Personalised Cheques Delivery** - Once you've approved a design, we'll deliver your cheques within one month.

**Standard Stationery** - If you place your order by 4pm we'll deliver within two working days.

**Don't forget,**

if you're a Essential Cover Plus  
Customer you'll receive your

**10% OFF**  
standard stationery  
orders



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# Get noticed with Sage Stationery

Understandably you're trying to get more from your budget and achieve real stand out in a competitive market. It's never been more important to give your business the edge, so check out our stationery options to help get you noticed.

We can design a full range of personalised stationery for you that includes your company logo and colours. From letterheads to brochures to promotional flyers, our in-house team can take care of it.

We now offer Design Bundles that include the basics like a business card, compliment slip and letterhead, all at a great price.

So whatever your needs or budget, we've got it covered. Take a look through our brochure and if you're running low on anything or you fancy trying something new, just get in touch.



**Tel:** 1890 88 20 60



**Fax:** 01-6420899



**Email:** [stationery@sage.ie](mailto:stationery@sage.ie)



**Online:** [www.sage.ie/stationery](http://www.sage.ie/stationery)

## Printer Specifications

Don't forget, our stationery range is suitable for all printers. And, our laser stationery can be used on inkjet as well as laser printers.

We also produce continuous stationery for dot matrix printers.

# Stock up today

Ordering your Sage stationery is quick and easy, so make sure you stock up on everything you need today.



Want to find out more call  
for a competitive quote today

**1890 88 20 60**

# Personalised Marketing Materials

**If you're keen to promote your business and give it real prominence, you can now choose from our new range of marketing materials.**

Whether you're looking for an A4 folded leaflet or an A5 flyer, give us a call and find out how we can help.

If you don't have a digital file of your current logo, you can send us a letterhead and we can recreate it for you. And don't forget, you can print in any colour.



To order your Sage Stationery,  
call now on

**1890 88 20 60**

or visit **[www.sage.ie/  
stationery](http://www.sage.ie/stationery)**



1

Talk to us

Call us on **1890 88 20 60** or email **[stationery@sage.ie](mailto:stationery@sage.ie)** and tell us what you're looking for.

2

Content

Send us any images, copy, strap-lines, messages and guidelines you'd like us to use.

3

Design

If you can supply our design team with print ready artwork we can design your materials at no extra cost. Don't worry if you haven't, give our sales team a call and we can give you all the information you'll need to get it ready.

4

Feedback

Tell us about any amends you'd like to see made.



It's easy to order

Third A4 Flyers Gloss/Satin

A4 Flyers Gloss/Satin



A5 and A4 Folded Leaflets Gloss/Satin



To order your Sage Stationery, call now on **1890 88 20 60**.



# Call for a competitive quote today!

## A5 Flyers Gloss/Satin



## Third A4 Folded Leaflets Gloss/Satin



Or visit [www.sage.ie/stationery](http://www.sage.ie/stationery)

# Personalised Business Stationery

Stationery has to be functional but it can also say a lot about your business in a creative and colourful way. We can offer you a full suite of everyday materials that can incorporate your logo and colours, such as letterheads, compliment slips and business cards.



To order your Sage Stationery,  
call now on

**1890 88 20 60**

or visit **[www.sage.ie/  
stationery](http://www.sage.ie/stationery)**



# Call for a competitive quote today!

## Letterheads



## Business Cards



## Compliment Slips



# Personalised Accounting Stationery

When it comes to dealing with money, the clearer you communicate, the better your business relationships will be. Our range of personalised accounting stationery takes away any confusion and makes full use of your company colours, logo and layout.



To order your Sage Stationery,  
call now on


**1890 88 20 60**

or visit **[www.sage.ie/  
stationery](http://www.sage.ie/stationery)**



### Invoices

Invoice



Invoice No:	Invoice No:
	Invoice/Tax Date:
	Order No:
	Account No:

NET:
VAT:
Total

Delivery To:

Trade Fresh Wholesale | 12 Clay Business Park | Dublin 14 | Ireland  
 T: +353 1 254 5276 | E: info@tradefreshwholesale.com

[www.tradefreshwholesale.com](http://www.tradefreshwholesale.com)

Create a bill that won't go unnoticed with our personalised option.

All Sage Stationery is

**100% Compatible**

with all Sage software

### Invoices/Delivery Notes

Delivery Note



Trade Fresh Wholesale  
 12 Clay Business Park,  
 Dublin 14,  
 Ireland

T: +353 1 254 5276  
 E: info@tradefreshwholesale.com  
 www.tradefreshwholesale.com

Invoice No:	
Invoice/Tax Date:	
Order No:	
Account No:	





Cut out unnecessary paperwork, saving time and money by combining details of the goods you've despatched, together with details of the payment that's now due.

Hatched area provides additional security on parts 3 and 4.



Call for a competitive quote today!

### Statement/Remittance Advice



Statement Remittance

Statement To:

---

Deliver To:

Statement No:  
Invoice/Tax Date:  
Order No:  
Account No:


Total:

Trade Fresh Wholesale | 123 City Business Park | Dublin 24 | Ireland  
T: +353 1 234 5678 | E: info@tradefreshwholesale.com | www.tradefreshwholesale.com

A polite but firm way to remind suppliers that payment is due, without the need for a covering letter. The statement clearly shows what's owed, while the tear-off remittance advice makes payment quick and simple.



### Remittance Advice



Trade Fresh Wholesale,  
123 City Business Park,  
Dublin 24,  
Ireland

T: +353 1 234 5678  
E: info@tradefreshwholesale.com  
www.tradefreshwholesale.com

Remittance Advice

Date	Ref No.	Details	Debit	Credit

Total Remittance:



## Credit Notes

**Trade Fresh Wholesale**  
Wholesale

**Credit Note**

Trade Fresh Wholesale,  
120 City Business Park,  
Dundalk,  
Dublin 14,  
Ireland.  
T: +353 1 234 1678  
E: info@tradefreshwholesale.com  
www.tradefreshwholesale.com

Invoice No: \_\_\_\_\_  
Invoice Tax Date: \_\_\_\_\_  
Order No: \_\_\_\_\_  
Account No: \_\_\_\_\_

Trade Fresh Wholesale logo (pear with apple inside)


If you're looking to cancel an invoice or part of an invoice, then this is not only quick but clear too. Because it's printed in red, it has immediate stand out, so you can be confident that your customers won't mistake it for a demand for payment.

Credit  
Notes

**Call for a competitive quote today!**



To order your Sage Stationery, call now on **1890 88 20 60**.



Or visit **[www.sage.ie/stationery](http://www.sage.ie/stationery)**

# Sage Payslips

**Sage Payroll Stationery is designed to work with Sage Micropay and Sage Quickpay software to give your employees a detailed breakdown of their pay and deductions. Available in both laser and continuous format to suit your printer, Sage offers a payroll stationery range to meet all your requirements.**

- Show pay information clearly
- No need to do your payslips manually using plain paper
- Save time by using your software and stationery hand in hand
- Offer total confidentiality, whether you choose the matching envelope, or security option with integral envelope



## Laser Security Payslip

Our laser security payslip provides convenience and confidentiality at the same time. As no envelope is required, you don't have the added expense of ordering separate envelopes. Time saving self-seal strips makes them easy to fold and seal too. These payslips are also available with a file copy if required.





### Laser payslips

These two-part, pre-printed payslips print the employee copy and file copy on the same page saving you printing time. Available for both Sage Micropay and Sage Quickpay, the payslip is perforated for easy separation. These payslips are available with matching envelopes.



### Two-Part Payslips

An alternative to the security Payslip, the top copy of the two-part payslip is for the employee with a second coloured copy for your files. These payslips have matching envelopes.

### Sage Pressure Seal Payslips

Pressure seal is an economical alternative to envelope-based communications, forming a secure, one-piece document ready for mailing or internal distribution. Once sealed, the payslip's tamper evident design makes it very difficult for the envelope to be opened without leaving traces of the attempt.

\*Pressure seal machine required



### Payroll Envelopes

Sage offers self-seal, window envelopes that fit perfectly with their respective payslips. The window allows the employee's name to show through, which means:

- No more labels
- No more licking and sticking
- Less folding required

# Sage Cheques

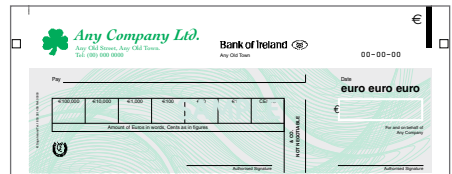
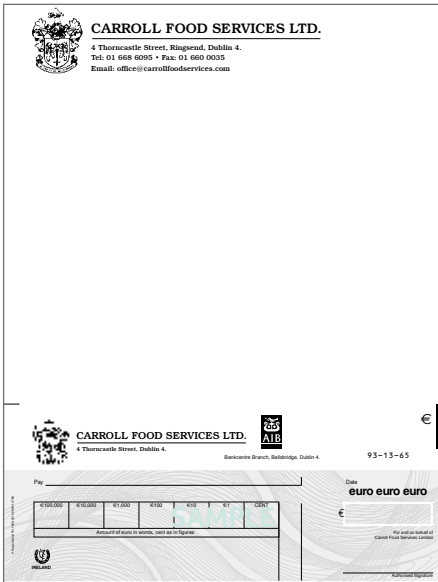
Sage printed Cheques provide an easy and secure alternative to the norm that eliminates the need to write the cheque details by hand and avoids the possibility of manual error.

All cheques from Sage are personalized with your company logo. Work with our professional in-house team to create your corporate image that will underline the professionalism of your company. Our stationery team will save you time and effort by dealing directly with your bank on your behalf to obtain the necessary bank approval so you can start to use your cheques immediately.

## Sage cheques guarantee:

- Sophisticated checks on the MICR lettering
- Totally secure and confidential print facilities
- Clearing Bank quality control and approval





## Remittance/Cheques for use with Sage Line 50

Remittance/cheques remove the need to write a covering letter. In addition, the person who signs your cheques can see the information they need at a glance. Remittance Cheques are available in both laser and continuous format.

## Continuous Cheques

Using Sage software and our continuous cheques, you can:

- Use with dot matrix/continuous feed type printers
- Ensure security and avoid the risk of manual errors
- Save time by generating your cheques quickly
- Personalize your cheques to enhance your company image.



To order your Sage Stationery, call now on **1890 88 20 60**.



Or visit [www.sage.ie/stationery](http://www.sage.ie/stationery)



## Payroll Payslip/Cheque for use with Sage Micropay

Using Sage Micropay software and our Payslip/Cheque, you can simultaneously print a combined payslip and cheque for your employees. This eliminates the need for you to match the cheque details with those on the payslip, saving you time, minimising risk of errors and ensuring full security.

Available in both laser and continuous formats.”

## Call for a competitive quote today!



To order your Sage Stationery, call now on **1890 88 20 60**.



Or visit [www.sage.ie/stationery](http://www.sage.ie/stationery)

## Personalised Cheques



### WATERMARKED CBST SECURITY PAPER

- \* Counterfeit counterfeiting
- \* Heavy 'all over' watermark design
- \* Clarity and definition, achieved only by the security printer
- \* 3-Tone heavy design and U.V. dot.

### CLIENTS NAME/LOGO (on order of only)

- \* Black
- OR
- \* 4 Colour Process: CMYK
- \* Spot Colour



### HOLOGRAM GUARD OVERLAY

- \* Micro Overlay
- \* Prevents hologram tampering



### SECURITY HOLOGRAM

- \* Best visible deterrent against counterfeiting
- \* This security hologram is unique to the security cheque printer



### AGS SECURITY INK

- \* Protects against fraudulent alteration
- \* Image bleeds when attacked by infra-red agents
- \* Fluoresces when attacked



### HEAT REACTIVE SPOT

- \* Instant cheque validation

Trade Fresh (UK) Ltd | 123 City Business Park | 250001 08 | Bristol  
T: +44 113 234 5678 | E: info@tradefresh.co.uk  
www.tradefresh.co.uk

Trade Fresh

FINANCIAL BANK PLC  
Any Street, Any Town, Any City AB12 CD

AMOUNT OF POUNDS IN WORDS

TENNES	HUNDREDS	TENS	ONES	PENNY	HALF PENNY	THREE FARINGS	FOUR FARINGS	FIVE FARINGS	SIX FARINGS	SEVEN FARINGS	EIGHT FARINGS	NINE FARINGS

PENNY AS FIGURES

£

For the use of holder of FINANCIAL BANK PLC CHEQUE

435749

00000000 00=000000 00000000



### REMITTANCE PROTECT

- \* Flexible modal UV design
- \* Protects against misuse of the CBST paper



### LASER DESIGN FUGITIVE TECHNOLOGY

- \* Fully PMSA tested and approved for laser toner adhesion
- \* Reduces ability to remove a laser toner mark



### SOLVENT SECURITY INK

- \* Protects against fraudulent alteration
- \* Image bleeds when attacked by solvent based agents



### CUSTOM HOLOGRAPHIC FUGITIVE DESIGN

- \* Visible deterrent to alteration
- \* Extremely difficult to replicate/counterfeit
- \* Created with high level banknote graphics software

**YOUR CORPORATE STYLE BRANDED IN THE CHEQUE BACKGROUND**



### MICROPRINT (EXTRA FINE)

- \* Difficult to accurately colour copy of scan



### BANK NUMBER INVISIBLE UV PROTECTED

- \* Highlights MICR number alterations

### IMPORTANT NOTE

For the best print quality of your logo/corporate style, we require a 'high resolution' JPEG, EPS or PDF. Please send with your ORDER.

# Standard Accounting Stationery

Looking for an easier way to keep your customers informed? Relax and look no further. Sage Accounts Stationery ensures that your customers are never kept out of the loop..and you never get writers cramp! Our stationery is the only range in the market that is guaranteed to work with Sage software which means no more messing with mail merges or aligning text. You'll benefit from easy to use, clear and professional forms with envelopes that are a perfect fit every time.



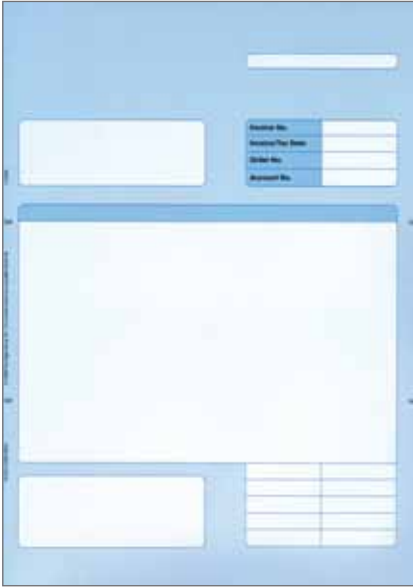
To order your Sage Stationery,  
call now on

**1890 88 20 60**

or visit **[www.sage.ie/  
stationery](http://www.sage.ie/stationery)**



## Invoices



## Invoices/Delivery Notes

Cut out unnecessary paperwork, saving time and money by combining details of the goods you've despatched, together with details of the payment that's now due.



● Hatched area provides additional security on parts 3 and 4.



The image shows a digital form template for a Statement and Remittance Advice. The form is divided into two main sections: 'STATEMENT' on the left and 'REMITTANCE ADVICE' on the right. Each section has a header area with fields for 'To', 'Via', 'From', and 'Date'. Below the headers are two large, empty rectangular areas for text or tables. At the bottom of the form, there are several small rectangular boxes for additional information or checkboxes.

## Statement/Remittance Advice

Remind suppliers that payment is due, without the need for a covering letter. The statement clearly shows what's owed, while the tear-off remittance advice makes payment quick and simple.

- Premium quality
- Compatible with all printers
- Only Sage stationery is guaranteed to work with your Sage software
- Keep your customers informed
- Standard and customised forms



## Remittance Advice

## Credit Notes

This is the clearest and quickest way to cancel an invoice or part of an invoice. Printed in red to help it stand out, your customers will never mistake it for a demand for payment.

**Call for a competitive quote today!**



To order your Sage Stationery, call now on **1890 88 20 60**.



Or visit **[www.sage.ie/stationery](http://www.sage.ie/stationery)**

# Terms and Conditions

- 6.1. These terms and conditions apply to all contracts for the sale of Goods to, or provision of work for, the Customer to the exclusion of any terms and conditions specified by the Customer.
- 6.2. All prices quoted in brochures or catalogues are subject to confirmation at time of order and are exclusive of VAT, which will be chargeable in accordance with legislation current at the date Of supply.
- 6.3. Credit limits may be given to approved accounts at the sole discretion of the Company but the Company will require both bank and trade references. At its sole option the Company may cancel or amend a credit limit previously granted.
- 6.4. Payment of accounts must be effected within 30 days of Invoice date. Failure to effect payment when due will result in suspension of deliveries without prejudice to any other remedy which the Company may have.
- 6.5. Title in all Goods supplied by the Company shall vest in
- 6.6. The Company warrants to the Customer only that any Goods supplied by it, function in accordance with any specification provided in documentation accompanying the Goods, provided always the Goods have been used strictly in accordance with the Company's instructions, and, without prejudice to the generality of the foregoing, have been used correctly in conjunction with a designated computer operating system. All software products are licensed (not sold) in accordance with the terms expressed in the documentation included with the Goods. Save as herein provided, all representations, conditions, warranties or other terms whether expressed or implied or whether statutory or otherwise are hereby expressly excluded. Under no circumstances shall the Company be liable to the Customer or to third parties for loss (including, but not limited to, loss of profit or data) damage or injury howsoever arising. In any event, the total liability the Company shall have to the Customer shall not exceed the value of the Goods covered by this invoice. In the case of Goods not of the Company's manufacture, the Company will extend the Customer the benefit of any guarantee, warranty or condition which may have been granted to the Company by the supplier of the Goods and will take such steps as the Customer may reasonably require to enforce such rights but save as aforesaid no condition or warranty is given by the Company in relation to such Goods that are not of its manufacture. The warranties in this clause in no way invalidate any statutory right of the Customer.
- 6.7. The following conditions apply to maintenance and support; The Company's terms and conditions of maintenance and support are subject to and governed by the terms and conditions contained within the Company's' Software License Agreement entered into by the Customer. The Customer understands that access to the Company's telephone help desk and the right to obtain updates to the Goods and such other support as may from time to time be notified by the Company to the Customer are available free of charge during any free trial period and thereafter are available on payment of the appropriate annual fee. The Company will give the Customer the option to receive annual maintenance and support and the option to renew annually (on the Company's then current terms and conditions) by issuing an invoice to the Customer approximately 28 days before the anniversary of the date the Customer initially took out annual maintenance and support. If the Customer wishes to renew the annual maintenance and support, the Customer must ensure that the invoice is paid prior to the expiry date of the then current annual maintenance and support period so that

continuous cover is provided. In the event that the Customer does not wish to renew annual maintenance and support the Customer must return the invoice (or any statement showing this invoice) to Sage marked "Cancel". Please note that updates to the Goods are only available to the Customer where the Customer has valid annual maintenance and support cover.

- 6.8. The following conditions apply to Customer's orders for printed material.
- 6.8.1 In general orders are accepted subject to the standard conditions of sales issued by the British Printing Industries Federation (a copy of which can be made available on request).
- 6.8.2 Without prejudice to the generality of the foregoing and for the avoidance of doubt, the Customer's attention is drawn particularly to the following:
- (a) Metal, film and other materials owned by The Sage Group plc and used in the production of type, plates, film-setting negatives, positives, artwork and the like shall remain the exclusive property of Sage Hibernia Limited. Such items when supplied by the customer shall remain the customer's property.
  - (b) Type may be distributed and lithographic or other work effaced or otherwise disposed of immediately after the order is executed unless written arrangements are made to the contrary. In the latter event, rent will be charged.
- 6.9. The failure by the Company at any time or for any period to enforce any one or more of these Terms and Conditions shall not be a waiver of them or a waiver of the right to enforce such Terms and Conditions on a future occasion.
- 6.10. Each of the above conditions shall be read and construed independently of each other so that if one or more is held to be invalid as an unreasonable restraint of trade, or for any other reason whatsoever, then the remaining Terms and Conditions shall be valid to the extent they are not held to be so invalid. Further, in the event that any Term and Condition shall be found to be void but will be valid if some part thereof was deleted then such Term and Condition shall apply with such modification as may be necessary to make it valid and effective.
- 6.11. The Company shall not be responsible for any failure to perform its obligations hereunder due to circumstances beyond its control.
- 6.12. The contract between the Company and the Customer shall be governed by and construed in accordance with Irish Law.



**Don't forget,**

if you're a Essential Cover Plus  
Customer you'll receive your

**10% OFF**

**Standard Stationery  
Orders**



Sage Ireland, 3096 Lake Drive, Citywest Business Park, Dublin 24  
Ph: 1890 88 20 60 Fax: (01) 642 0899 [www.sage.ie](http://www.sage.ie)

Information correct at time of print