

Product Catalogue 2017



Envelope Systems[®]

collection envelopes for churches and charities

Welcome

Browse this catalogue for a range of envelope styles and ancillaries to help you with managing gifts and making the most of Gift Aid.

You will receive from us an award-winning combination of quality, price and service, so don't hesitate to contact us if you cannot immediately see what you require. We can still help you.

Many of our regular products are now available to order ONLINE for convenient, fast ordering.

Have a look at
www.envelopesystems.co.uk

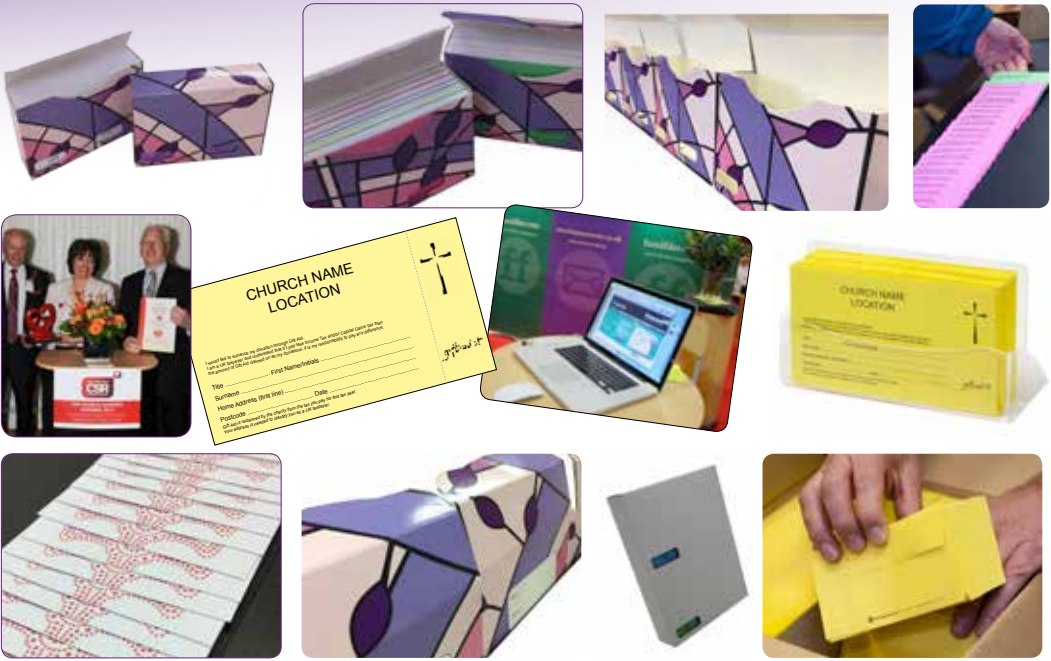
Terms:
payment with order

Carriage:
£7.90 per order including VAT
(UK mainland)

Minimum Order:
£40.00 including carriage

VAT:
most supplies to churches and
UK registered charities can be
zero rated for VAT. Prices are
therefore shown nett
unless stated

order ONLINE
envelopesystems.co.uk



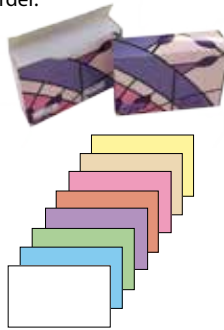
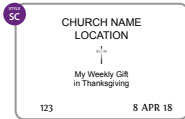
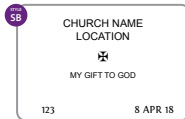
Regular Giving

Weekly Boxed Sets

- Choice of white, blue, green, mauve, orange, pink, sand or yellow envelopes with **PEEL AND SEAL** flap.



- Standard set contains 52 or 53 envelopes, any start date.
- New generation, high quality envelopes 120mm x 83mm (4¾" x 3¼") with side perforation for easy opening.
- Designed to prevent damage to banknotes or cheques.
- Available in the four regular styles shown.
- Alternative special wording £7.50 per order.
- Illustration from artwork supplied £9.95 per order.



Special inserted envelope options for boxed sets

- Printed with collection name.
- Personalised Christmas and/or Easter.
- Printed as 'Special Collection' or 'Quarterly Collection'.
- Seasonal Gift or other special wording.



	Same as weekly envelope colour	Alternate envelope colour
Envelopes placed at back of each set	2.5p per envelope	3p per envelope
Customised envelopes inserted in sequence	2.5p per envelope	4p per envelope

For unusual or very large specifications, call for assistance

Quantity	Price £
30	72.39
40	89.35
50	102.90
60	118.54
70	132.76
80	145.66
90	157.31
100	167.80
110	184.10
120	200.31
130	216.43
140	232.47
150	248.43
160	264.30
170	280.08
180	295.78
190	311.40
200	326.93
210	342.38
220	357.75
230	373.03
240	388.23
250	403.35
300	477.73
350	550.11
400	620.52
450	689.01
500	755.61
550	820.37
600	883.31
650	944.48
700	1003.91
750	1061.64
800	1117.69
850	1172.11
900	1224.92

Intermediate and larger quantities priced on request

also

MONTHLY BOXED SETS

The same size and colours as our weekly specification. Set contains 12 envelopes, starting any month. Packed in Compact set carton. More details, options and prices on our website.



Quantity	Price £
50	71.00
100	126.00
150	181.00

Other quantities priced on request

Ordering and delivery

- Order online, by post or by telephone.
- Orders for boxed sets should be placed at least ten weeks before required starting date.
- Goods are usually despatched at least six weeks before starting date.

Single Gifts • Visitors • Special Events

Gift Aid Envelopes

Untitled	
Quantity	Price £
200	24.31 *
500	34.54
1000	46.50
2000	78.48
3000	108.56
4000	141.52
5000	173.31

Customised heading	
Quantity	Price £
<i>minimum 500</i>	
500	64.05
1000	78.50
2000	134.31
3000	176.55
4000	222.20
5000	261.76

IMPORTANT NOTICE

The declaration on untitled Gift Aid envelopes **MUST SHOW** the name of the church or charity which is to benefit. This can be printed, stamped, typed or handwritten.

Other quantities priced on request

* Minimum Order: £40.00 including carriage

why not add an envelope display to your order?

Untitled envelopes are available from stock. Please allow up to 28 days for customised envelopes. Carriage £7.90 per order.

Include your logo in colour with Premium Customised



Our own attractive envelope, 140mm x 83mm (5½" x 3¼") with gummed or peel and seal flap.

Full colour customising of heading area only.

For full envelope customisation, see opposite page.

details and ordering envelopesystems.co.uk

CHURCH NAME
LOCATION
Registered Charity No. 123456789

Gift Aid declaration. I would like to enhance my donation through Gift Aid. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations, it is my responsibility to pay any difference.

Title First Name/Initials

Surname

Home Address (first line)

Postcode Date

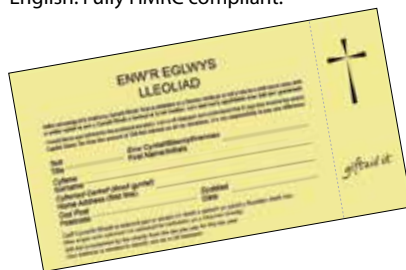
Gift Aid is reclaimed by the charity from the tax you pay for this tax year. Your address is needed to identify you as a UK taxpayer.

- Large, attractive envelope 140mm x 83mm (5½" x 3¼") with GUMMED flap. Peel & Seal flap available.
- Side perforation for easy opening. Designed to prevent damage to banknotes or cheques.
- Declaration in simple, easy to read text, on untitled and customised, approved by HMRC.
- Standard untitled envelopes available in yellow or without cross in white.
- Customised envelopes available in yellow, white or blue.
- Split run for two headings, add £7.50; three headings, add £12.50.
- With illustration, add £9.95. Bespoke artwork quoted to your requirements.

order ONLINE envelopesystems.co.uk

Bi-lingual Welsh

Gift Aid envelopes printed in Welsh and English. Fully HMRC compliant.



Special Services • Individual Donations



giftaid it

Envelope Displays

Envelope Holder - acetate

Clear acetate material.
Accepts all our envelopes up to 140mm wide. Easy self assembly.



Quantity	Price £
5	12.82
10	16.64

Other quantities priced on request
Standard rate VAT is included in envelope holder prices

Envelope Holder - perspex

Made in strong, clear acrylic material.
Accepts all our envelopes up to 152mm wide. Freestanding.



Quantity	Price £
1 only	9.96
2 to 4	8.40 ea
5 & more	7.50 ea

Standard rate VAT is included in envelope holder prices

Poster Holder with Envelope Dispenser

Made in strong, clear acrylic.
Highly visible and attractive.
Takes your own A4 poster and holds more than 50 Gift Aid envelopes.
Freestanding and available from stock.



Quantity	Price £
1 only	22.32
2 to 4	20.28 ea
5 & more	18.84 ea

Standard rate VAT is included in poster holder prices

Create high impact with colour



All special print envelope orders quoted to your requirements



Reflect your branding.
Ideal for Charities.
Contact us for a quote.

Loose Envelopes

Attractive envelopes for simple collections.
Use your own wording or our standard styles.
120mm x 83mm with PEEL AND SEAL flap.
Choice of colours.
More details on the website.



Quantity	Price £
500	67.60
1000	77.80
2000	109.70
5000	208.60

Other quantities priced on request

Gift Aid Thank You Card

Thank donors and notify total given at the tax year end
80mm x 125mm
Printed text on reverse to add
donation summary details.
A valuable personal record.



Boxed Set Cards

Available as:
Thank You Cards.
Gift Aid Declaration Cards.
Tax Status Reminder Cards.
They may be included in set carton.



Economy Style

The same high quality, white envelopes as
used in boxed sets but no dates or numbers.
Boxed in 1000s including 20 set cartons.
The 'DO-IT-YOURSELF SET' system.
Available from stock.
Ideal for smaller quantities.



Quantity	Price £
1000	37.60
2000	69.60
3000	96.60
4000	119.10

Other prices on our website

Seasonal Gift Envelopes

Standard envelopes available
for Christmas, Easter, Harvest,
Gift Day and Building Fund.
Can be customised with a
Church Name.
No Gift Aid declaration.

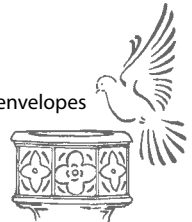


order ONLINE
envelopesystems.co.uk

details and ordering
envelopesystems.co.uk

Can we help?

We also supply
Children's envelopes
Wedding and Baptism envelopes
Holy Souls envelopes
Mass Intention
Funeral collections
Cash Books
Extra Set Cartons



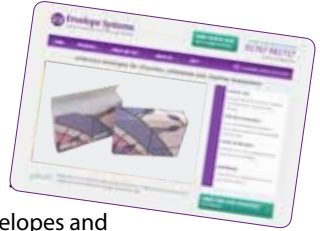
and much more too...

Envelope Systems online ordering

Place your order quickly and conveniently online at www.envelopesystems.co.uk

All our products are available for online ordering, except bespoke work and boxed sets with complex specifications including special envelopes or non-consecutive numbering.

We've built the site to be a useful resource as well as an ordering facility. While browsing, have a look at our guides to choosing envelopes and about topics such as charitable status and Gift Aid, special ideas for smaller churches, plus news and all the latest developments in Gift Aid and charities legislation.



Fund Filer™ Gift Aid made easy

- Manage Gift Aid online - no software to install.
- Claim in five clicks - no spreadsheets.
- Free 6-week trial.
- From only £1.64 per week.
- Pay monthly or annually. Cancel any time.



Find out more, log on to: www.fundfiler.com or call us on 01767 688400

giftaid it about Gift Aid

Gift Aid is the Government's scheme for enabling churches and charities to reclaim tax paid on donations received. The current rate at which tax can be reclaimed is 25%.

Tax paid on income, capital gains and savings all qualify for Gift Aid. Tax can be reclaimed on almost any gift from a UK taxpayer, provided the donor has completed a valid Gift Aid declaration.

Gift Aid declarations were simplified by HMRC in late 2015. New envelopes purchased from us since then have all complied with the new requirements. A campaign by Envelope Systems achieved a concession from HMRC allowing envelopes bearing the previous wording to be used up with no deadline for doing so.

Accurate record-keeping is essential for successful tax reclaims and should include donor details supported by a declaration, amounts and dates given. Always keep records even if you don't hold a declaration. You may be able to claim retrospectively.

Need help with the paperwork? Make the most of online claiming with our internet service for managing Gift Aid, Fund Filer.





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SG19 1RS

Tel: 01767 681717

enquiries@envelopesystems.co.uk

envelopesystems.co.uk
fundfiler.com



International CSR Awards 2016
National Champions



Bedfordshire Business Champion
Finalist