

# Early Bird Deadline is October 23, 2018

## IMPRINTING ORDER FORM

for Holiday Cards, Mini Poster Calendar,  
Postcards and Blank Note cards

Internal Use Only	
Account # _____	Date Received: _____
Invoice # _____	Date Required: _____

### 4x6 & 5x7 Cards Early Bird Price for cards ends 10/23/18

- 25-card minimum per design • Black ink only
- Price includes cards, imprinting, and blank envelopes
- Cards and envelopes 100% post-consumer waste recycled
- One-time Logo Charge (if applicable): \$30

25-49	\$1.99 each	<b>\$1.69 Early Bird</b>
50-74	\$1.75 each	<b>\$1.49 Early Bird</b>
75-99	\$1.65 each	<b>\$1.40 Early Bird</b>
100-499	\$1.50 each	<b>\$1.28 Early Bird</b>
500-999	\$1.40 each	<b>\$1.19 Early Bird</b>
1,000 +	\$1.30 each	<b>\$1.11 Early Bird</b>

### Envelopes for 4x6 & 5x7 Cards imprinted - 20¢ each

- 250-envelope minimum per design
- Black ink only
- One-time Logo Charge (if applicable): \$30

### Postcards and 2019 Mini Poster Calendars

- 50-card minimum per design • Black ink only
- Price includes calendars and imprinting
- One-time Logo Charge (if applicable): \$30

50-299	<b>\$1.20 each</b>
300+	<b>\$1.10 each</b>

Name / Contact: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Fax / Email: \_\_\_\_\_

Product #: _____ Title: _____	Quantity	Price
Your _____		
Message _____		
Notes: _____		

Product #: _____ Title: _____	Quantity	Price
Your _____		
Message _____		
Notes: _____		

Logo _____ Send via email as JPG, TIFF, PDF, EPS, or AI file at final size and 300 dpi	Logo -	Price
Placement _____	One time Fee:	
Information _____	\$30	

- Shipping 7% of order total - \$7.95 minimum
- All designs must be approved from a proof
- All orders must be paid **before** printing will occur
  - Mail Check including Invoice Number on Proof
  - Call to pay with VISA, MC, or Discover
- 1.800.949.5139 M-F - 9:30 - 4:30 EST
- \* Do not leave a voice message with your credit card information! It is not secure \*
- Allow 2-3 weeks for delivery

Internal Use Only	
Proof Sent	_____
OK'd	_____
Payment Rec'd	_____
Cards @ Printer	_____
Art @ Printer	_____
Finished	_____
Shipped	_____

Subtotal	
NYS Only: - 8% tax	
Shipping	
<b>TOTAL</b>	