

Early Bird Deadline is October 15, 2020
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 10/15/20**
- 25-card minimum per design
 - Black ink only
 - Price includes cards, imprinting, and blank envelopes
 - Cards are 30% post-consumer waste recycled (PCW) and envelopes are 100% PCW
 - One-time Logo Charge (if applicable): \$30
- | | | |
|---------|-------------|--------------------------|
| 25-49 | \$2.10 each | \$1.79 Early Bird |
| 50-99 | \$1.95 each | \$1.66 Early Bird |
| 100-499 | \$1.80 each | \$1.53 Early Bird |
| 500-999 | \$1.65 each | \$1.40 Early Bird |
| 1,000 + | \$1.50 each | \$1.28 Early Bird |

- Envelopes for 4x6 & 5x7 Cards imprinted - 30¢ each**
- 250-envelope minimum per design
 - Black ink only
 - One-time Logo Charge (if applicable): \$30

- Postcards and 2021 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 | \$1.25 each |
| 300+ | \$1.10 each |

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

- 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 | |
| TOTAL | |

Send orders & inquiries to: imprinting@SyracuseCulturalWorkers.com
 remote office: 315.317.8572 Box 6367 • Syracuse NY 13217