

Print-Ready Postcard/Business Card Order Form

Name: _____

Our Job No: _____

Address: _____

City/State/Zip: _____

Email: _____ Telephone: _____

QUANTITY: _____

- INK: 4/0 (blank on back)
 4/1 (black only on back)
 4/4 (full color both sides)
 Business card - 2"x3.5"
 Standard postcard - 4.25"x6"
 Deluxe postcard - 5"x7", 5.5"x8.5", 6"x9"
 Other _____
 (see CUSTOM SIZE/SCORING)

CUSTOM SIZE/SCORING:

- \$10 custom trim/special size (per 500)
 \$50 per score (1st 500, thereafter \$10/500)

STANDARD ADD-ONS:

Standard add-ons costs do not apply when submitting print-ready artwork. Please see pricing chart for base prices.

DIGITAL FILE REQUIREMENTS:

DIGITAL CAMERA PHOTOS: Take your photos on the highest resolution setting on your camera. It is easiest to submit your digital file directly to us without trying to adjust any sizes. It will probably be a 72 dpi photo, but large enough (18") for us to reduce and get high resolution.

Choose your submission method:
 disks/CD by USPS e-mail upload

Four Color Process: 300 dpi color, **CMYK, not RGB**
Black and White: 1200 dpi solid black line art or 300 dpi grayscale.

- Bleed images: add 1/8" per edge (ie: 4.5x6.25)

All digital layouts must be 100% complete and meet requirements for digital files

Choose your submission method:
 disks/CD e-mail upload

Files submitted as:
 Tiff PDF JPEG Other:

Choose your computer:
 MAC
 Windows (see below)

Application/Program created in:

DIGITAL FILE MODIFICATION:

Required to correct file(s) not compatible with high resolution offset printing, if required

_____ @ \$10 each \$ _____

Prices include one free proof when production and/or typesetting is required to complete order. Revisions and revised proofs are additional costs. Additional proofs upon request.

CLIENT ALTERATIONS: (additional cost)
Any revisions to proofs are in addition to quoted price and must be paid in full prior to delivery of final order.

\$ _____ (Minimum charge of \$15)

Getting Your PROOF

You will receive either a color laser print (close but not exact color), or a lo-res PDF proof by email. The lo-res "fuzzy" PDF proof is prepared in minimal size to allow most email addresses to receive it. Both are no charge for the 1st proof. Additional charges apply for each additional proof(s) and/or email(s) to multiple addresses.

- High resolution ink jet proofs are available for an additional \$20 plus shipping. This proof will match the printing press. Please allow extra time.

PRINTING TIME

Normal: allow approx. 3-7 business days from approval of proof. Printing time does not include shipping. Shipping prices/time are based on ground FedEx. Please allow 1-5 shipping days for ground FedEx. PO Box numbers will ship USPS.

FIGURE TOTAL

Business Card / Postcard Price	\$ _____
Add-Ons	\$ _____
Shipping & Handling	\$ _____
<small>Refer to chart or call for shipping charges</small>	
Subtotal	\$ _____
Total Amount Due	\$ _____
Additional Charges for Revisions/Conversions:	\$ _____
TX Sales Tax (TX del. only - 8.25%)	\$ _____
Revised Total Due	\$ _____

PAYMENT (full payment must be included)

Check # _____

Visa MC AmEx Discover

CC No. _____


Exp. Date _____

Security No. _____
(VISA/MC 3 digit on back, AMEX 4 digit on front)

CC address _____
(credit card billing address)

Name _____
(name shown on credit card)

Signature _____

 Signature required on proof/terms and conditions on back