

Production-Requested Postcard/Business Card Order Form

Our Job No: _____

Name: _____

Address: _____

City/State/Zip: _____

Email: _____ Telephone: _____

1 QUANTITY: _____
500 quantity does not include free scan

- 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)

2 FRONTSIDE IMAGE -

POSTCARD AND BUSINESS CARD

- SCAN (add \$25 for 500 qty.)
 digital photo (see #4)
- Layout: horizontal **A** vertical **A**

- Bleed photo/artwork all four sides
 Photo editing: building a bleed, removing items in background, etc. All these can be done for an additional cost. Please supply a request with instructions.

FRONTSIDE ADD-ONS (additional cost)

- \$10 Border: black white
 color: _____
 Supply sample, cmyk formula or PMS#
- \$10 Headline: black white
 color: _____
 Supply sample, cmyk formula or PMS#

- \$10 for adding a B/W logo/scan
 \$25 per extra image or color logo

3 BACKSIDE LAYOUT:

- Black ink only (4/1) Four color process (4/4)
 Typesetting (from supplied typed copy layout or word file - no verbal instructions accepted)
 choose orientation: horizontal vertical
 mailer (left half) full backside
 choose font (available in bold and italics)
 Avante Garde Comic Sans
 Garamond Gill Sans
 Goudy Helvetica
 Palatino Times Roman
 other Mac font not list _____
additional \$10 per font \$ _____

- Digital file (Supply proof).
 File must be 300 dpi, grayscale, or black/white line art at 1200 dpi (see Digital File requirements #4)

BACK SIDE ADD-ONS (additional cost)

- \$10 other font _____
 \$25 extra typesetting - (up to 50 words included in base cost)
 \$10 B/W photo (each)
 \$10 logo (one time charge)
 \$10 black on back of business card

CUSTOM SIZE/SCORING

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

4 DIGITAL FILE REQUIREMENTS:

- I have a digital file, but know nothing about creating printable art. Please fix my stuff and call me with the cost.

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

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.

5 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