



Date: _____

INVOICE /ORDER FORM

1. CONTACT:

Company: _____
 Contact: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____

SHIPPING ADDRESS (if different from contact)

2. POSTCARD:

All Postcards are 5.5 x 8/5 4/1 on 10 pt. coated stock

Select Card Style

Enter Style # Enter up to 3 styles Below (for more than 3 styles fax multiple copies of this form)	Quantity (500 Minimum cards per style)	Headlines (Optional - you can create you own or use any in this book. If you refer image only without headlines please print image only below)
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. DESIGN SERVICES:

- Express Design (web site) \$35.00
 Basic Design Setup - \$65.00
 Plus Design \$95.00
 Premium Design \$165.00
 Template Design \$125.00
 Provided Artwork
 (uploaded to FTP site)

4. MAILING ADDRESS SERVICES: E-Mail mailing list to: _____
 (along with any special instructions.)

Please choose:
 1st Class Presort - \$.46 / postcard (includes addressing, sorting and delivery)
 STD 1st CLASS (Bulk) - approximately \$.29 / postcard; (7-14 day delivery)

5. ORDER TOTAL:

Postcard Printing: \$ _____
 Design: \$ _____
 Mailing Services: \$ _____
 Other: \$ _____
 Other: \$ _____
 Shipping: \$ _____
 Sales Tax: \$ _____
TOTAL AMT. DUE \$ _____

PAYMENT:

Visa
 M/C
 Amex
 Disc
 Fax
 Check # _____
 Credit Card # _____
 Exp: _____ 3-4 digit code on cc: _____
 Card Holder Name; _____
 Billing Address _____

For both Check and Credit Card payment please read and sign below. I have read and accept the Terms & Conditions presented as part of this agreement, and agree to payment as above. Please process my order. Card holder and authorized signer.

X _____

Turnaround time: 5 business days from OK to print if received by 10:00 a.m. EST, plus ship and mail time