

HOLIDAY ORDER FORM

Date of Order _____

Ship to Customer Ship to Dealer

P.O. # or Reference # _____

INSTRUCTIONS

Number ALL pages to avoid lost orders

PAGE _____ OF _____

Check below for black & white proof - \$10 charge:

Via Fax Via Email

CUSTOMER INFORMATION

COMPANY NAME _____

ADDRESS (STREET ADDRESS REQUIRED FOR UPS SHIPMENT) _____

CITY, STATE, ZIP _____

TELEPHONE (INCLUDE AREA CODE) _____

FAX (INCLUDE AREA CODE) _____

() _____

() _____

CONTACT NAME/SIGNATURE _____

EMAIL ADDRESS _____

FOR DEALER USE ONLY

COMPANY NAME _____

P.O. BOX NUMBER & STREET ADDRESS (REQUIRED FOR UPS SHIPMENTS) _____

CITY, STATE, ZIP _____

TELEPHONE (INCLUDE AREA CODE) _____

FAX (INCLUDE AREA CODE) _____

() _____

() _____

CONTACT NAME _____

EMAIL ADDRESS _____

See ordering information page for options and pricing

Holiday Card Order Information:			Typestyle	Custom Logo	Envelope Lining	Envelope Lining Color	Envelope Imprinting	Price
Quantity	Item #	Verse	<small>If typestyle is not indicated TS97 will be used</small>				<small>Complete Imprint area below</small>	
1.		<input type="checkbox"/> # _____ <input type="checkbox"/> CUSTOM		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LINED <input type="checkbox"/> UNLINED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.		<input type="checkbox"/> # _____ <input type="checkbox"/> CUSTOM		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LINED <input type="checkbox"/> UNLINED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.		<input type="checkbox"/> # _____ <input type="checkbox"/> CUSTOM		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LINED <input type="checkbox"/> UNLINED		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Imprint for Card # _____

Card Imprint

Your imprint will be printed based on the typestyle chosen, unless noted below

1st Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
2nd Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
3rd Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
4th Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
5th Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L

Please check the appropriate box below and note any special instructions to the right.

Print verse & name Print verse only - no name No Verse - no name (blank)

Cover Card Imprint

(Where available) All lines will be printed in CAPS unless noted below

_____	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
_____	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L

CHOCOLATES (see catalog page 31 for selection and options)

Choose Message:

- Happy Holidays
 Thank You
 Season's Greetings

For products that allow for a business name or personalized message, indicate imprint below.

Text will be printed in upper and lowercase unless noted below.

1st Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
2nd Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L

Envelope Imprint (centered on back flap)

Include Logo

ALL lines will be printed in upper and lowercase unless noted below.

1st Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
2nd Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
3rd Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L
4th Line	<input type="checkbox"/> CAPS <input type="checkbox"/> U/L

Card Stock

Please choose a card stock, applies to select cards only. *Extra charges apply, call for pricing.

- 12 Pt. Signature White 80# White Felt*
 14 Pt. Premium White* 80# White Linen*
 100# Recycled* 98# Pearl Shimmer*

Special Instructions

Prices Quantity discounts are based on individual card designs. Cannot mix and match for quantity discounts.

QUANTITIES UP TO 100: \$20. QUANTITIES OF 125 OR MORE: \$0.20 PER CARD	IMPRINTED ENVELOPES
ADD \$0.15 PER ENVELOPE	KWIKSEAL ENVELOPES
\$1.00 PER ENVELOPE	RECIPIENT ADDRESS PRINTING
CALL FOR PRICING	MAILING SERVICES
BE SURE TO ENCLOSE ARTWORK IF NOT ON FILE	CUSTOM LOGO
CALL FOR PRICING	FULL-COLOR LOGO
PLEASE ATTACH ON A SEPARATE SHEET. \$35 PER ORDER	CUSTOM VERSES
BE SURE TO ATTACH SEPARATE SHEET WITH SIGNATURE(S). \$40 PER ORDER	SIGNATURE IMPRINTING
QUANTITIES UP TO 100: \$20. QUANTITIES OF 125 OR MORE \$0.20 PER CARD. ADDITIONAL CHARGES MAY APPLY	FOLDING SERVICE
SEE PAGE 34 FOR SELECTION OF SEALS	SEALS
CUSTOM MOLD CHARGE \$60	CHOCOLATE IMPRINT
WE ARE REQUIRED TO CHARGE STATE, COUNTY OR LOCAL SALES TAX BASED ON YOUR STATE'S REGULATIONS.	SALES TAX
SHIPPING AND PROCESSING CHARGES WILL BE ADDED TO INVOICE. NO C.O.D.	TOTAL

All orders will be shipped by UPS GROUND unless noted:

- UPS Next Day
 UPS Second Day
 USPS Priority Mail

Additional shipping charges will be added to invoice.