Order Form/Price List

Office Information

Facility Name (as it will appear on the card)

Shipping Address   City   State   Zip +4

Billing/Mailing Address   City   State   Zip +4

Ship to - Contact Name   Phone Number   e-mail

Ordering & Pricing

Pre-Press - Layout/Design/Proof
Images requiring extensive photo editing: + $85/hour (Quoted)

Greeting Card
10" x 7" (5" x 7" Folded) 14 pt. Matte Finish/Letterpress Score.

- [ ] 100
- [ ] 250
- [ ] 375
- [ ] 500
- [ ] 750
- [ ] 1000

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Envelope - Blank
A7 (5-1/4" x 7-1/4")

- [ ] None
- [ ] 100
- [ ] 250
- [ ] 375
- [ ] 500
- [ ] 750
- [ ] 1000

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Envelope - Printed
A7 (5-1/4" x 7-1/4") Full Color Logo w/ Address in Black

- [ ] None
- [ ] 100
- [ ] 250
- [ ] 375
- [ ] 500
- [ ] 750
- [ ] 1000

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+ tax (8.75%)   _____

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Submittal Checklist

- [ ] High Resolution Photo (minimum: 300dpi @ final image size - 5±" x 7±")
  Typically the highest quality image setting on the digital camera works best.
  Do not crop - Leave space around subject area for pre-press editing.

- [ ] Signatures
  Black ink works best.
  Scan at highest image quality and e-mail PDF.

- [ ] Member Names
  List names in order as they should appear on the card.
  Include the names in the body of the e-mail when you send your photo.

- [ ] Greeting
  Select an appropriate greeting for the inside of the card.

Submit all documents and photos to: xxxxx@xxxxxxxxxxxxxxxxx.com