

# PREMIUM POSTCARDS

www.PremiumPostcards.com

**Order Form**

Promo Printing Group, Inc.

3210 S. Dale Mabry Hwy • Tampa, FL 33629

Toll Free 1-866-831-9902 • 813-831-9902 • Fax 813-831-9903

www.PremiumPostcards.com • info@PremiumPostcards.com

## Contact Information

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ FAX \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

## Shipping Information

Fill in only if we are not processing your mail.

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ FAX \_\_\_\_\_

All jobs that we do not mail are shipped UPS Ground. Please review shipping rates on back. Overnight options available. We can not ship to P.O. Boxes.

## Postcard Information

Please refer to rate card

Quantity \_\_\_\_\_ Printing Cost \_\_\_\_\_

Postcard Size: Business Card - Postcard

4.25" x 6"  4.25" x 6"

8.5" x 6"  8.5" x 6"

Other \_\_\_\_\_  Other \_\_\_\_\_

If you need a custom size or quantity, please call us for a quote.

## Mailing Information

Mail Rates .04¢ per piece.

Quantity \_\_\_\_\_ (How many records are we mailing?)

Minimum Charge of \$100 will apply for mailings under 5,000 pieces

### Postage

First Class Presort (4.25" x 6") File Name \_\_\_\_\_

Presort Standard (larger cards)  Disk  Email

Non Profit  ASCII text  Tab or Comma Delimited

### List

Need a mailing List? Call us for a quote!

## Artwork

I am sending fully prepared digital files by:

Email  CD Rom  Zip Disk

File Name \_\_\_\_\_

PDF  Quark  Freehand  Photo Shop  Illustrator

Please consult our website (Submit Art) for complete file specifications prior to submission.

### Proofing

PDF Email color proof- Free

Fax proof- Free

High Res color digital Proof-\$35.00

## Design

Need help designing your postcard?

Yes, please design my postcard, Call and speak to a representative to discuss the details .

**Standard Design \$50** One full color photo or scan on the front, headline, logo and contact information on back of card.

### Proofing

PDF Email color proof- Free

Fax proof- Free

High Res color digital Proof-\$35.00

**Deluxe Design \$125** Multiple full color photos or scans on the front, headline, logo and contact information on back of card.

## Payment Method

All orders are paid in full in advance. Actual postage cost will be determined after we process your mailing list. Postage is paid separately and is due 3 days prior to mailing your cards. Checks for postage should be made out to the US Postmaster. A 3% surcharge will added to the any postage paid using a credit card. An invoice will be provided for your approval prior to running your credit card.

Fill in all that apply. Any Questions? Just Call!

Printed Price \$ \_\_\_\_\_

Design \$ \_\_\_\_\_

Mailing Services \$ \_\_\_\_\_

Mailing List \$ \_\_\_\_\_

Proof \$ \_\_\_\_\_

Shipping \$ \_\_\_\_\_

Tax (In FL 7%) \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

## Payment Method

Visa  MasterCard  American Express  Check No: \_\_\_\_\_

Credit Card No: \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Standard turn around time is 2 weeks from your proof approval.

### Internal Use Only

Date Received \_\_\_\_\_ Order Number \_\_\_\_\_

Sales Rep \_\_\_\_\_ Other \_\_\_\_\_

## Authorized Signature

Date \_\_\_\_\_

I have read and agree to all terms and conditions of sale as presented on the reverse side of this form. No refunds. Company credit only.

Authorized Signature \_\_\_\_\_





