

Customer Service

This order form cannot be used to order Seasonal Holiday Cards or Desk Calendars. These items must be ordered separately. **For assistance or if you have questions about your order, call us at 1-800-821-7968.** Customer Service hours are Monday through Friday, 8am–4pm CST. If you have a copy of your original order, it will help us answer your questions.

Imprint (Personalization)

Minimum of 25 per design with imprint – one version of card and envelope imprint per order. For different imprints, please complete a new form. Additional order forms can be downloaded from our website at www.postycards.com/orderforms. To add personalization, enter your imprint information *exactly how you want it printed*. Standard imprints are in black unless otherwise indicated.

To duplicate personalization from a previous order, please attach a sample. If you have special instructions or need more space, attach a note to your order. In the order box, add applicable imprint charges before entering the amount in the Price Each column. Additional lines of card imprint (*more than four, subject to space on cards*) will be charged \$1.00 per line. This is in addition to regular card imprinting charges.

Logo, Photo, and Signature Imprinting

Send clean, original artwork to artdept@postycards.com. Digital files should be **300–600 dpi in EPS, TIFF or PDF format**. For signatures, send several samples in black felt tip ink on white paper. There is a one time \$25.00 setup fee for all new artwork. If your artwork has been used previously, we will have it on file, and you pay only for card imprinting.

Color Imprints

Unless noted, verses are preprinted and cannot be changed. Cards with the color wheel icon can be personalized in two or more colors. All other cards can be imprinted with one color. **Color Setup Fee \$25.00**

Full Color

Add an additional 24¢ per card. At this time, envelopes cannot be printed in full color.

One Color other than Black

Standard colors are listed below. For a PMS color not shown, please contact us for availability. Additional charges may apply.



Proofs

We will promptly redo any errors we make on your order at no additional charge. Charges may apply for customer changes or errors. If you would like a proof of your card or envelope imprint, please specify which proof you want. Additional charges will apply.

Item Proof \$25.00 A printed sample will be mailed for your approval

Digital Proof \$10.00 A PDF file will be emailed

Order Online for FREE Digital Imprint Proofing

Posty Cards Exclusive Volume Pricing

Prices are based on the **COMBINED TOTAL quantity of items you are ordering from this catalog (designs can be mixed)**. To determine individual card prices, find your total quantity in the first column of the price chart. Follow this row to the appropriate price code column for each item you are ordering. This is your base price for the item. Add imprint charges from the last two columns to the base price to get your Price Each.




Additional Envelopes

Unless noted, all cards include envelopes. Additional envelopes are available in packages of 25. To have additional envelopes imprinted with your return address, please include the appropriate imprint charges from the chart below. Additional envelope quantities are not combinable with other envelopes on your order.

ITEM #	DESCRIPTION	PKG of 25	Envelope Imprint Charges Minimum 25 with imprint	
EG	Gold foil lined 7.5" x 5.5"	\$3.00	25	add 15¢
ES	Silver foil lined 7.5" x 5.5"	\$3.00	50 - 75	add 12¢
EU	7.5" x 5.5"	\$2.00	100 - 175	add 8¢
ED	6.25" x 4.5"	\$1.00	200 - 275	add 7¢
ET	6.5" x 3.5"	\$1.00	300 - 475	add 6¢
EL	#10 envelope	\$1.50	500 - 1975	add 5¢
PSG	Gold foil lined Peel & Stick 7.5" x 5.5"	\$5.00	2000+	add 4¢
PSS	Silver foil lined Peel & Stick 7.5" x 5.5"	\$5.00		
PSU	Peel & Stick 7.5" x 5.5"	\$4.00		
EKW	White 100% recycled 5" x 7"	\$3.00		

Envelope Upgrades

The icon after the card name indicates the standard envelope that will be supplied. If that icon includes an upgrade arrow, you can substitute peel & stick and/or foil lined envelopes. To order an upgrade, write the item number of the envelope you want in the Envelope Upgrade Column and add the upgrade price shown below to your Price Each.

If the Standard Envelope is...	Then Your Upgrade Options are...	Item #	Upgrade Price per envelope
Unlined 7.5" x 5.5" 	Gold foil lined	UU-EG	5¢
	Silver foil lined	UU-ES	5¢
	Peel & Stick Unlined	UU-PSU	10¢
	Peel & Stick Gold foil lined	UU-PSG	15¢
	Peel & Stick Silver foil lined	UU-PSS	15¢
Gold Foil Lined 	Peel & Stick Unlined	UG-PSU	5¢
	Peel & Stick Gold foil lined	UG-PSG	10¢
Silver Foil Lined 	Peel & Stick Unlined	US-PSU	5¢
	Peel & Stick Silver foil lined	US-PSS	10¢

Free Greeting Card Samples

Some cards may vary in color from the photograph shown in the catalog. We encourage you to check out our quality printing, paper, and special treatments (*foil, embossing*) first hand. If you would like to see a card before you order, we'll happily send up to 3 cards of your choice. **Samples and Catalogs are only mailed to the U.S. and Canada.**

Delivery Time

For in-stock items, orders without imprint are normally shipped in one week or less. Personalized orders for in-stock items usually ship in 1–2 weeks. **During peak times (September–November), your order may take longer.** Most orders are shipped via UPS or FedEx Ground. Depending on the location, please allow up to 7 days for ground shipping.

Returns

Please inspect your order immediately upon its arrival. If there is any problem with your order, please call 1-800-821-7968 for return authorization.

Thanks for your order!