

# Posty Cards® 2016 All Occasion



**CARD IMPRINT** Minimum 25 cards per item number, 4 lines, maximum 40 characters per line. *One imprint per order.* Add card imprint charge from the chart below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOGO ☐ YES ☐ NO ☐ ALL CAPS ☐ Title Case

**ENVELOPE IMPRINT** Minimum 25 per item number. On back flap, 4 lines, maximum 40 characters per line. *One imprint per order.* Add envelope imprint charge from the chart below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VIP CODE 1EA16**

## BILL TO MUST MATCH NAME AND ADDRESS ON CREDIT CARD

Please check if this is a new address. ☐

CUSTOMER ID# \_\_\_\_\_

NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EXT \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

## SHIP TO ☐ SAME AS BILLING ADDRESS

Please check if this address is ☐ Residential ☐ Commercial – NO P.O. BOX NUMBERS

NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ EXT \_\_\_\_\_

E-MAIL \_\_\_\_\_

## PAYMENT ☐ THIS IS MY FIRST ORDER WITH POSTY CARDS.

First orders pay by check or credit card to establish your account.  
 International orders must pay by credit card.

### ☐ CHARGE MY ORDER

Card Number ☐ MasterCard® ☐ VISA® ☐ American Express®

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Expiration Date (mo/yr)

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Signature \_\_\_\_\_

### ☐ BILL TO MY ESTABLISHED POSTY CARDS ACCOUNT

Invoices cannot be paid by credit card. Net 30 payment terms.

### ☐ CHECK ENCLOSED, PAYABLE TO POSTY CARDS

PRICE PER CARD									
COMBINED TOTAL of ALL CARDS BEING ORDERED	4W	V	W	X	Y	Z	ZZ	CARD IMPRINT	ENVELOPE IMPRINT
	List Price \$3.40 Your Price	List Price \$2.24 Your Price	List Price \$1.74 Your Price	List Price \$1.48 Your Price	List Price \$1.32 Your Price	List Price \$1.08 Your Price	List Price 98c Your Price		
50 - 75	1.70	1.12	87c	74c	66c	54c	49c	add 12c	add 12c
100 - 175	1.67	1.09	83c	71c	63c	51c	46c	add 8c	add 8c
200 - 275	1.64	1.06	80c	68c	60c	47c	43c	add 7c	add 7c
300 - 475	1.60	1.02	76c	64c	56c	43c	39c	add 6c	add 6c
500 - 1975	1.57	99c	73c	61c	53c	40c	36c	add 5c	add 5c
2000+	1.56	98c	72c	60c	52c	39c	35c	add 4c	add 4c

Card Prices are Based on the Total Quantity of ALL Cards Ordered

**Example** – 200 X-priced cards and 100 Y-priced cards, both with imprinting, equals 300 cards. Find the price for both cards in the 300-475 Total of All Cards Being Ordered row. The X-priced cards are 64¢ each + 6¢ for card imprint which equals 70¢ per card. Using the same row, the Y-priced cards are 56¢ each + 6¢ for card imprint and 6¢ for envelope imprint, which equals 68¢ per card.

\* For items without a verse.

Suggested verses can be found at postycards.com/verses. Enter the verse number in the column below. For custom verses, use the item number "VC" and include your custom verse on a separate sheet.

## ORDER HERE Order items in quantities of 25, 50, 75, 100, 125, etc. Other amounts will be rounded down.

ITEM DESCRIPTION	ITEM NUMBER	*VERSE NUMBER	CARD IMPRINT		ENVELOPE IMPRINT		ENVELOPE UPGRADE ITEM #	QUANTITY Minimum of 25 per item number with imprint	PRICE EACH Include imprints or upgrades	ITEM TOTAL
			YES	NO	YES	NO				

Refer to ordering information on the reverse side or  
 call for assistance 1-800-821-7968

Minimum 50 cards per order **SUBTOTAL** \$

Promotion Code \_\_\_\_\_ -

New Logo Setup Fee – See details on back +

Proof Charge – See details on back +

Full Color Imprint @ 24c per card +

MO Residents add 8.35% Sales Tax +

Add Shipping – See Chart on back +

**ORDER TOTAL**

If you aren't happy with your purchase, we will replace or refund your order.

FOR OFFICE USE ONLY

PKG



**Order Securely Online**  
 www.postycards.com



**Call Toll Free**  
 1-800-554-5018



**Fax Toll Free**  
 1-888-577-3800



**Mail Orders to**  
 1600 Olive Street  
 Kansas City, MO 64127

## 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](http://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](mailto: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 in black 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.

## One Color other than Black – FREE!

Standard colors are listed below. For a PMS color not shown, there is a \$25.00 setup fee. Please contact us for availability.

**Blue 285 • Royal Blue 286 • Green 3425 • Red 186 • Brown 469 • Burgundy 1955**

## Full Color

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

## New! Foil Imprints

Link to [www.postycards.com/pricing](http://www.postycards.com/pricing) for details.

Unless noted in special instructions, card and envelope imprints are in black, Times New Roman.

## 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.

GROUND SHIPPING CHARGES				
*For the 48 U.S. contiguous states ONLY.				
ADDITIONAL charges will apply for shipping outside the continental U.S.				
Shipping charges are based on	QUANTITY	CHARGE	QUANTITY	CHARGE
TOTAL	50 - 99	\$8.50	350 - 449	\$19.50
	100 - 149	\$9.75	450 - 549	\$21.75
	150 - 199	\$10.75	550 - 649	\$23.75
	200 - 249	\$12.00	650 - 699	\$25.00
QUANTITY ORDERED	250 - 349	\$15.50	700 - 799	\$28.00
Orders of 800 CARDS or MORE:				
\$29.50 + \$2.50 for each additional 100 cards.				






## 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 50 with imprint	
EG	Gold foil lined 7.5" x 5.5"	\$4.00	50 - 75	add 12¢
ES	Silver foil lined 7.5" x 5.5"	\$4.00	100 - 175	add 8¢
ECU	Kraft Paper 7.5" x 5.5"	\$4.00	200 - 275	add 7¢
EU	Unlined 7.5" x 5.5"	\$3.00	300 - 475	add 6¢
EGD	Gold foil lined 6.25" x 4.5"	\$4.00	500 - 1975	add 5¢
ESD	Silver foil lined 6.25" x 4.5"	\$4.00	2000+	add 4¢
ECD	Kraft Paper 6.25" x 4.5"	\$4.00		
ED	Unlined 6.25" x 4.5"	\$2.00		
PSG	Peel & Stick Gold foil lined 7.5" x 5.5"	\$6.00		
PSS	Peel & Stick Silver foil lined 7.5" x 5.5"	\$6.00		
PSU	Peel & Stick Unlined 7.5" x 5.5"	\$5.00		
PSD	Peel & Stick Unlined 6.25" x 4.5"	\$5.00		
ET	Unlined 6.5" x 3.5"	\$2.00		
EL	#10 envelope	\$2.00		
EKW	White 100% Recycled 7" x 5"	\$4.00		
ECKW	Kraft Paper 7" x 5"	\$4.00		

## 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¢
	Kraft Paper	UU-ECU	5¢
Gold Foil Lined 7.5" x 5.5" 	Peel & Stick Unlined	UG-PSU	5¢
	Peel & Stick Gold foil lined	UG-PSG	10¢
	Kraft Paper	UG-ECU	5¢
Silver Foil Lined 7.5" x 5.5" 	Peel & Stick Unlined	US-PSU	5¢
	Peel & Stick Silver foil lined	US-PSS	10¢
	Kraft Paper	US-ECU	5¢
Unlined 6.25" x 4.5" 	Gold foil lined	UD-EGD	5¢
	Silver foil lined	UD-ESD	5¢
	Peel & Stick Unlined	UD-PSD	10¢
	Kraft Paper	UD-ECD	5¢
White 100% Recycled 7" x 5" 	Kraft Paper	UKW-ECKW	5¢

## 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 3 days or less. Personalized orders for in-stock items usually ship in 1 week. **During peak times (July–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.