



### 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 [postycards.com/orderforms](http://postycards.com/orderforms).** To add personalization, enter your imprint information exactly how you want it printed. Unless specified in special instructions, card and envelope imprints are in black, Times New Roman. Unless noted, card verses are preprinted in black and cannot be changed.

To duplicate personalization from a previous order, 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.

### Submitting Appropriate Artwork for Print

Proper submission of artwork (logos, signatures, photos) helps ensure timely production of your order. We strongly encourage sending vector logos such as .AI or .EPS format. If you don't have that file type, we are able to work with high resolution, clean artwork such as .TIFF, .PSD or .PDF formats. **All scanned/digital files should be 300–600 dpi at the dimensions your artwork will be printed. Email submissions to [artdept@postycards.com](mailto:artdept@postycards.com).**

**Signatures** – submit samples in felt tip ink on white paper

**One Color Imprint** – submit black artwork

**Full Color Imprint** – submit full color artwork

**Foil Stamped Imprint** – submit black artwork without screens or gradients

### Imprint Pricing

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.

**One Color other than black FREE** – Standard colors: **Blue 285, Royal Blue 286, Green 3425, Red 186, Brown 469, Burgundy 1955**. There is a \$25.00 setup fee for any PMS color not listed. Please contact us for availability.

**Full Color** – Add an additional 24¢ per card and/or envelope.

**White Ink** – Add an additional 24¢ per card and/or envelope. Available on select designs.

**Foil Imprints** – Add an additional 24¢ per card and/or envelope. Available on most items. Link to [postycards.com/pricing](http://postycards.com/pricing) for details.

### 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.

### 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, foil lined or colored envelopes. To order an upgrade, write the name of the envelope you want in the Envelope Upgrade Column and add the upgrade price shown below to your Price Each.

UPGRADE PRICE CHART		
If the Standard Envelope is...	Then Your Upgrade Options are...	Upgrade Price per envelope
Unlined 7.5" x 5.5"	Gold, Silver or Red foil lined	10c
	Peel & Stick Unlined	10c
	Peel & Stick Gold, Silver or Red foil lined	20c
	Colors – Kraft, Cardinal Red, Sky Blue, Electric Lime, Sunshine Yellow, Vanilla, Jade Green, Arctic Gray	10c
Foil Lined 7.5" x 5.5"	Peel & Stick Unlined	10c
	Peel & Stick Gold, Silver or Red foil lined	20c
Unlined 6.25" x 4.5"	Gold, Silver or Red foil lined	10c
	Peel & Stick Unlined	10c
	Colors – Kraft, Cardinal Red, Sky Blue, Electric Lime, Sunshine Yellow	10c
White 100% Recycled 7" x 5"	Kraft Paper (100% recycled)	10c

### Additional Envelopes

Unless noted, all cards include envelopes. Additional envelopes are available in packages of 25. For more information, go to [postycards.com/pricing](http://postycards.com/pricing).

### 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.

GROUND SHIPPING CHARGES				
*For the 48 U.S. contiguous states ONLY.				
ADDITIONAL charges will apply for shipping outside the continental U.S.				
	QUANTITY	CHARGE	QUANTITY	CHARGE
Shipping charges are based on total quantity ordered.	50 - 99	\$10.50	350 - 449	\$21.50
	100 - 149	\$11.75	450 - 549	\$23.75
	150 - 199	\$12.75	550 - 649	\$25.75
	200 - 249	\$14.00	650 - 699	\$27.00
	250 - 349	\$17.50	700 - 799	\$30.00
Orders of 800 CARDS or MORE				
\$31.50 + \$4.50 for each additional 100 cards.				