

**INVOICE / ORDER FORM**

Date: \_\_\_\_\_ Rep: \_\_\_\_\_

**1. Contact**

Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
 Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Shipping Address** (if different from contact)

Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Street Address (No P.O. Boxes) \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Alternate E-mail \_\_\_\_\_

**2. Printing: Postcards or Brochures**

*Cards are printed 4/4 (color both sides) on 12 pt C2S stock with satin finish or UV finish on front. And Brochures are printed on 100 # gloss text.*

4.25x6     6x8.50     Other \_\_\_\_\_     Satin Finish     UV Finish    Brochures:     Flats or     Tri-Folds  
 5,000     5,000     Size: \_\_\_\_\_    Size:     8.5x11     11x17  
 10,000     10,000     Qty: \_\_\_\_\_    Price: \$ \_\_\_\_\_    Qty: \_\_\_\_\_     4/0 or     4/4  
 Price: \$ \_\_\_\_\_

**3. Design Services**

- Postcard Express Design Package (web site) - \$50.00
- Postcard Basic Design Package - \$75.00
- Postcard Custom Design Package - \$150.00 and up
- Provided Artwork (uploaded to FTP site)
- Reprint with no changes     Reprint with changes
- Brochure Express Design Package - \$125.00
- Brochure Basic Design Package - \$175.00
- Brochure Custom Design Package - \$250.00
- Provided Artwork (uploaded to FTP site)
- Reprint with no changes     Reprint with changes

Design # or Description: \_\_\_\_\_

**4. Mailing (Addressing) Services**

E-Mail mailing list to [list@purepostcards.com](mailto:list@purepostcards.com) along with any special instructions.

**POSTAGE IS NOT INCLUDED.** Postage is payable by Check after the list has been processed. Once payment is received, mailing will go out in 2-3 days.  
 Total # of names you're submitting: \_\_\_\_\_  1 Time Mailing or  Multiple Mailings, # of Mailings: \_\_\_\_\_ **(1,000 min. per mailing)**  
**Addressing services fee is \$0.04 cents per name with a \$40.00 min. per multiple mailing.**  Yes, my list is up-to-date (within 6 months)  
 NCOA on my mailing list (\$5.00 per 1,000 with \$25 min.) Please add "or Current Resident" to my list or: \_\_\_\_\_

**Please choose:**

- First-Class Presort** – \$0.23 for 4.25x6 (3-5 day postal delivery) or \$0.37 for 5x7 – 6x11 (3-5 day postal delivery)
- STD Presort** – \$0.267 for 5x7, 6x8.5 or 6x11 (10-15 day postal delivery, available only on 5x7 – 6x11)
- Non-Profit** – \$0.161 3.5x5 up to 6x11 (10-15 day postal delivery)     Non-Profit Org also to fill out and fax non-profit form.

**5. Order Total**

Postcard Printing: \$ \_\_\_\_\_  
 Design: \$ \_\_\_\_\_  
 Addressing: \$ \_\_\_\_\_  
 Mailing List: \$ \_\_\_\_\_  
 Brochures / Flyers \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_  
 Shipping: \$ \_\_\_\_\_  
 Sales Tax (only in FL): \$ \_\_\_\_\_  
 Sales Tax Charged: \$ \_\_\_\_\_  
 Sub Total: \$ \_\_\_\_\_  
**Total Amount Due: \$ \_\_\_\_\_**

**Payment**

Visa     M/C     Amex     Disc     Check # \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_  
 Exp. \_\_\_\_\_ 3-4 digit code on cc: \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 For both Check and Credit Card payment please read and sign below. I have read and accept the Terms & Conditions presented as part of this Agreement, and agree to payment as above. Please process my order. Card holder and authorized signer.  
**X** \_\_\_\_\_

**Turnaround time: 5 business days from OK to print if received by 10:00 a.m. EST, plus ship or mail time. Please ask your sales representative about RUSH orders. Upon receipt of this invoice / order, payment will be processed within 24 hours.**

Please visit us at our website: [www.purepostcards.com](http://www.purepostcards.com) for more information and to submit provided artwork.

# PURE POSTCARDS, INC. Toll Free: 866-413-1562

1227 S. Lincoln Avenue, Clearwater, FL 33756  
Local: 727-373-9019 Fax: 727-733-9899  
www.purepostcards.com info@purepostcards.com

## TERMS & CONDITIONS

### Printing & Mktg Agreement, Terms & Conditions of Sale:

**Pricing:** Published prices obtained from Pure Postcards are subject to change without notice. All published prices and written quotations will be honored for 15 days after the date of the original quotation.

**Payment Terms:** All orders must be prepaid prior to commencement of work. Payment may be a company check, money order, or by credit card (Visa, M/C, Amex, Discover). There will be a \$35.00 fee for returned checks, in addition to the original amount due.

**Payment by Credit Card:** Client paying by credit card agrees to be bound by the Pure Postcards, Inc. Terms & Conditions, as well as Design Specifications. Card Holder and Client Responsibilities: Card holder and Client specifically agree to pay all costs incurred, if their order is prematurely cancelled, and it is understood that no credit will be provided for returned orders. Client agrees to supply a copy of the front and back of their credit card, if requested for signature comparison. The order amount will be charged to the credit card at the time the order is submitted.

**Turn-around time:** is 5 business days from the O.K. to print, if received by 10:00 a.m. Otherwise, cards go to print the next business day. Excludes holidays and acts of nature, such as hurricanes.

**Mailing Services:** Mailing Services postage invoice is issued 48 hours from receipt of mailing list. Once postage is invoiced, mailings will be mailed out in 2-3 days from receipt of payment. Additional fees may be incurred, if mailing list must be reprocessed due to additional names being added. Postage is a non-refundable transaction. For Consumer and Business Lists, end user of data agrees not to hold Pure Postcards, Inc., or its affiliates liable for any design, printing, mail service or postage fees incurred due to returned mail pieces using the data as outlined at the time of the list purchase. Pure Postcards, Inc., offers end user credit in records or refund for any data returned in excess of 7% with proof of returned cards sent to Pure Postcards, Inc. Furthermore, as for Occupant lists, end user agrees not to hold Pure Postcards, Inc. liable for any expenses incurred as a result of returned mail pieces.

**Returns for Credit:** Orders returned for credit must be done so at the Client's expense. No credit will be issued without the prompt return of the entire order. Credit may only be applied to replacement or future orders. No refunds will be provided. Company credit only. No refunds on postage.

**Order Cancellation:** No order may be cancelled after acceptance, except upon terms that will compensate Pure Postcards, Inc. at our regular hourly rates. There is a minimum \$100.00 cancellation fee.

**Warranty:** Pure Postcards, Inc., at its sole option, will repair or reprint any order that contains abnormal imperfections, fails to provide a reasonable representation to the approved color proof, or where we have failed in adhering to written Client instructions or written approval. Pure Postcards, Inc., at its sole option, may elect to provide a prorated credit in lieu of a reprint, if the shortage, defective or damaged portion of an order does not exceed 20% of the ordered amount. Claims for defects, damages or shortages must be made by the Client in writing within (10) days after delivery. The Client must receive a written authorization to return a defective order or portion in advance of return. Defective orders must be returned within (30) days after delivery. Pure Postcards, Inc. sole liability shall be limited to the reprinting of any defective order, or portion, and in no case shall include special or consequential damages, including customer expenses, profits or profit lost.

**Indemnification:** Client hereby affirms ownership and/or publishing rights to all artwork, photos and other materials submitted for printing, and agrees to indemnify and hold harmless Pure Postcards, Inc. and its affiliates and employees from any and all loss, cost expense and

damage on account of any and all manner of claims demands, actions and/or proceedings that may be levied against Pure Postcards, Inc. on the grounds that said printing violates any copyright or proprietary right of any person, or that it contains any matter that is libelous or scandalous, or invades any person's right to privacy or personal right. The Client agrees to, at the Client's own expense, promptly defend and continue the defense of such claim, demand, action or proceeding that may be brought against Pure Postcards, Inc., provided that Pure Postcards, Inc. shall promptly notify the Client with respect thereto.

**Customer Digital Files:** Client is 100% responsible for the accuracy of your layouts. Please proofread all layout proofs carefully. As postal regulations are subject to change, Client is also 100% responsible for complying with current mailing restrictions for backside layouts. Check with a local Post Office for specific instructions and regulations.

**Color Matching:** Due to the differences in equipment, paper, inks and other conditions between color proofing and production, a reasonable variation in color between color proofs and the completed job is expected. All postcards are "gang printed," not printed as separate individual orders. Pure Postcards, Inc. will reproduce color from submitted photos as closely as possible, but cannot exactly match color and density because of limitations in the printing process, as well as neighboring image ink requirements. The accuracy of each color reproduction is guaranteed to be within approximately 85 to 90% of the original image submitted. Pure Postcards, Inc. accepts no responsibility for color variations between submitted images and the actual artwork or product they represent.

**Shipping & Handling:** All shipping and handling are additional to the cost of the printing order. Calculate shipping charges based on the chart below. Prices are based on a quantity of 5,000 cards via UPS, F.O.B. of Clearwater, FL. Please contact your representative for higher quantities.

*Shipping prices subject to change.*

Your state	Service	4.25"x6"	6"x8.5"
So FL, No GA	Ground 1Day	\$32.00	\$63.00
AL, No FL, So GA, KY, LA, MS, NC, SC, TN, VA	Ground 2 Days	\$38.00	\$75.00
AR, CT, DC, DE, IL IN, KS, MD, MI, MO, NJ, OH, OK, PA, TX, VT, WV	Ground 3 Days 2nd Day Air	\$50.00 \$222.00	\$100.00 \$300.00
AZ, IA, MA, ME, NE, NH, NM, NY, RI, WI	Ground 4 Days 3 Day Select 2nd Day Air	\$63.00 \$125.00 \$219.00	\$125.00 \$250.00 \$375.00
CA, CO, MN, ND, NV, SD, UT, WY	Ground 5 Days 3 Day Select 2nd Day Air	\$69.00 \$132.00 \$234.00	\$132.00 \$275.00 \$375.00
ID, MT, OR, WA	Ground 6 Days 3 Day Select 2nd Day Air	\$ 75.00 \$140.00 \$238.00	\$132.00 \$275.00 \$413.00
ALASKA	Ground 4-5 Days	\$192.00	\$344.00
HAWAII	Ground 6 Days	\$222.00	\$410.00

**Authorized Signature:** I have read and agree to all terms and conditions of sale as presented here and on the order form. I understand there are no refunds, company credit only.

Signature: x \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_