

# Photo Cards Order Form

## **CUSTOMER INFORMATION**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Client Name (for photography studios): \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

### ***Shipping Address (if different from above address):***

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

Street Address \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **PHOTO INFORMATION**

I am enclosing a photo     I am enclosing a photo CD     I am enclosing a slide/negative

I **will** mail/email my photo

The photo I am sending is:     Color     Black & White     Sepia

### **Terms of Use**

Photo Card Creations is committed to protecting photographers' copyrights and expects users of our service to do the same. Each image submitter is required by US law to own the right to, or to obtain permission to, use any image before the image is submitted to or printed at Photo Card Creations. (This permission may be included in the form or your wedding or other contract) At Photo Card Creation's discretion and in appropriate circumstances, Photo Card Creations may cancel an order placed by a client who infringes upon the intellectual property rights of others. Your physical or electronic sharing of your images constitutes permission for reprinting by Photo Card Creations. Photo Card Creations will not be liable for the content of any Submission and expressly disclaims all liability relating thereto.

**I agree to Photo Card Creations Terms of Use**

## **CARD SPECIFICATIONS**

### **TYPE OF CARD:**

Thank You     Save the Date     Announcement     Invitation     Holiday

**Please specify Card Name:** \_\_\_\_\_

**Cardstock & Color:** \_\_\_\_\_ **Card Size:** \_\_\_\_\_

**Quantity (min. order is 50 cards; Designer Cards MUST be ordered in increments of 25 cards):** \_\_\_\_\_

**Card Layout:**     Horizontal     Vertical     Square

## **IMAGE PRINTING FOR CARDS**

**Card Image Color:**     Color     Black & White     Sepia

**Photo Border** (only applies to NON-Designer Cards): \_\_\_\_\_

**TEXT IMPRINTING**

**Font Style:**  Use Font in Sample Card (only applies to Designer Cards) **Or Specify Font Number:** \_\_\_\_\_

**Text Imprinting on FRONT of Card:**  No Text Imprinting on front of card

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**Text Imprinting on INSIDE/BACK of Card:**  No Text Imprinting inside card

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**Return Address Imprinting:**  No Return Address imprinting *(add'l 30 cents per envelope)*

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**Studio Information on Back of Card (for professional photographers only):**

No Studio information imprinting

Studio Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

**OTHER OPTIONS:**

**Rounded Edges:** (Available only on Glossy, Semi Glossy & Pearl Flat Designer Cards):  Yes  No *\*Add 10 cents per card*

**Envelopes:**  Matching/White (no add'l fee)  Gold Foil  Silver Foil  Red Foil *\*Add 35 cents per envelope*

**Pre-Ship Envelopes:**  Yes  No *\*Add Flat Fee of \$15/order*

**Reply Cards:** (Available with Wedding & Bar/Bat Mitzvah Invitations) *\*Additional Fees apply*  No Reply Cards

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**Reception Cards:** (Available with Wedding & Bar/Bat Mitzvah Invitations) *\*Additional Fees apply*  No Reception Cards

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**Printing of "Mail To" Addresses on Envelopes:**  Yes  No *\*Add 30 cents per envelope*

**Drop Ship My Order directly to my client:** (For Professional Photography Studios only)

:  Yes  No *\*Add Flat Fee of \$5/order*

**Enter Clients Address Below:**

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### PROOFING:

You have the option of receiving either an Emailed Proof or a Hardcopy Proof via Mail. When time permits, Mailed Proofs are highly recommended to guarantee your satisfaction with your cards. However, Emailed Proofs are our most popular proofing method & are recommended during our Holiday Season, if you have placed orders with us in the past &/or if you have received samples of our cardstock.

During our non-Holiday Season (January 1st through October 31st) our order turnaround time is as follows for orders received before the end of each business day (5pm EST, Monday through Friday). **Emailed Proofs** are sent within approximately 1-3 business days. **Mailed Proofs** are mailed within approximately 3-5 business days. Proofs are mailed via US Postal Service 1st Class Mail & will take anywhere from 1-5 days to get to you from our office in CT. If, after having received your proof, you would like any changes, your changes will be emailed to you within approximately 1-2 business days. Once your order has been approved by you for printing, your order will be shipped within approximately 3-5 business days via the Shipping method of your choice. Our Turnaround Times are slightly longer during our Holiday Season (Nov. 1<sup>st</sup> - Dec. 31<sup>st</sup>). Please check the FAQs page on our website for details. **Please indicate the proofing method of your choice below:**

Mail my proof  Email my proof

**SPECIAL INSTRUCTIONS** (Please use this space to add any special requests or notes.)

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### PAYMENT INFORMATION

<b>Cost of Cards</b>	\$ _____	<b>Payment Information:</b>
<b>Return Address Imprinting</b>	\$ _____	<input type="checkbox"/> <b>Check Included</b>
<b>All other Add-On Fees</b>	\$ _____	<input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Amex</b> <input type="checkbox"/> <b>Master Card</b>
<b>Promotions/Discounts</b>	\$ _____	<b>Card #:</b> _____
<b>SUBTOTAL</b>	\$ _____	<b>Exp. Date:</b> _____
<b>Shipping &amp; Handling</b> (see FAQs page on website for options & pricing)	\$ _____	<b>3 Digit Security Code:</b> _____
<b>Tax (CT only add 6%)</b>	\$ _____	<b>Name &amp; Billing Address on Card:</b>
<b>GRAND TOTAL</b>	\$ _____	_____
		_____