

# PRINTING ORDER FORM

ColorCards • 9403 Cypress Lake Drive, Suite C • Ft. Myers, FL 33919 • (888) 280-4801 • (813) 627-0577 Fax

**Project Name** What should we call your project: \_\_\_\_\_

**Turnaround**  NORMAL 5-7 days from artwork approval.  GUARANTEED RUSH 3-5 days from artwork approval. Add the greater of \$100 or 50% of base price.

**Product**  Business Cards  4.25x6 Std. Post Cards  5.5x8.5 Post Cards  6x11 Post Cards  4x9 Rack Cards  
 8.5x11 Display Sheets  11x17 Brochures  7x10 Greeting Cards  2x8 Std. Bookmarks  4.25x11 Door Hangers  
NOTE: Folding cards require up to 4 extra days for scoring. They are shipped flat to reduce volume. Folding is available for an extra fee, call us for details.

Paper Finish:  Hi-Gloss UV Lamination  Satin (Matte) Finish - (Not available on Bookmarks, Door Hangers or Greeting Cards)

**Quantity**  1,000  2,500  5,000  10,000  15,000  20,000  30,000  Other \_\_\_\_\_

**Design** Please check each applicable box. NOTE: Call to review the items that must be sent to us to produce your order.

RE-PRINT ORDER  No Changes  Type / Logo / Photo Changes NOTE : Along with this form, send a copy of the re-print. Indicate all changes.

DESIGN OPTIONS  I want FREE Basic Design Use a separate sheet of paper to show a rough layout to follow.  I want Basic Plus Design # \_\_\_\_\_

DIGITAL PHOTOS All digital photos/images should be e-mailed to [photos@colorcards.com](mailto:photos@colorcards.com). (IMAGES MUST BE 300 DPI JPEG's)

CARD IDEAS  Use a ColorCards.com On-Line Card Idea Design \_\_\_\_\_ (specify code for front )

STOCK PHOTOS  Use ColorCards.com Stock Photos \_\_\_\_\_ NOTE: Use a second sheet of paper to indicate usage.

STD. PROOFING  Fax (B&W)  E-Mail (Color) Receive your choice of up to 2 free proofs with Basic Design. Each additional proof is \$5.00.

COLOR PROOFING  DigitalMatch Add \$70.00 for each 9x12 size. Note: This is the only proof offered for accurate color matching and must be ordered when color is an issue.

**Additional Information** Please check each applicable box. NOTE: Mailing and Imprinting each require up to four additional days for processing.

MAILING ORDER  This Order Will Be Mailed  Using my list  I am buying a list NOTE: A Mailing Order Form must be submitted along with this form..

SPECIAL NOTES:  
\_\_\_\_\_  
\_\_\_\_\_

**CUSTOMER INFO**  
Contact: \_\_\_\_\_  
Business: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**SHIPPING**  
 Ship to the above address.  Home Delivery  
 UPS Ground  UPS Overnight  UPS 2 Day Air  UPS 3 Day Air  
 Other \_\_\_\_\_  
NOTE: This order will ship to the above address via UPS Signature Requested Ground Service unless otherwise specified. Not Applicable in AK, HI & CAN. Verbal changes are not accepted.  
Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Tel: \_\_\_\_\_

**ORDER CHARGES**  
Product Base Price .....\$ \_\_\_\_\_  
RUSH Charges .....\$ \_\_\_\_\_  
Design Charges-1 .....\$ \_\_\_\_\_  
Design Charges-2 .....\$ \_\_\_\_\_  
Additional Charges-1 .....\$ \_\_\_\_\_  
Additional Charges-2 .....\$ \_\_\_\_\_  
Sub-Total .....\$ \_\_\_\_\_  
FL Residents Add 7% Sales Tax...\$ \_\_\_\_\_  
Shipping .....\$ \_\_\_\_\_  
Grand Total.....\$ \_\_\_\_\_

**PAYMENT**  
 Check  VISA  MasterCard  American Express  
Card # \_\_\_\_\_  
Billing ZipCode \_\_\_\_\_ Security Code \_\_\_\_\_  
\_\_\_\_\_  
Print name as shown on card expiration date  
**sign X here** I agree to pay the grand total and any subsequent fees relating to my order. Date \_\_\_\_\_  
*My signature acknowledges that I agree to all Terms & Conditions of ColorCards*

# TERMS, CONDITIONS AND SPECIFICATIONS

Read All Sections Thoroughly — © ColorCards 2008

## Terms, Conditions and Specifications:

All orders are governed by the policies and guidelines as directed by these Terms, Conditions and Specifications. They supercede versions predating 7/1/2008 along with any verbal or written promise that is found to be contrary to its' content. All clients agree to be bound by these Terms, Conditions and Specifications and all transactions will be governed accordingly.

## Product, Mailing and List Specifications and Pricing:

All current pricing can be found on our website with an effective date of 7/1/2008. Correct specifications for each item is located with pricing.

## What Constitutes an Order:

Orders cannot be processed until these conditions are met: 1) All forms have been completed and signed; 2) Components necessary to create the artwork or the digital artwork files have been submitted in usable condition; 3) a mailing list if mailing; and, 4) Required payment has been made. Orders received before 1:00pm EST are processed that day, after 1:00pm EST are processed the following business day.

## 5-7 Day Standard Turnaround:

All standard orders ship 5-7 business days from the customer's final approval. Our standard turnaround time is not guaranteed and may not be considered contractual.

## 3-5 Day RUSH Turnaround:

RUSH orders are guaranteed to ship in 3-5 business days from the client's final approval. Add the greater of \$100 or 50% of the base price for this service. Expedited shipping fees must also be added to the final order price.

## Client Final Approval:

No order is printed without written client approval. The final approval acknowledges that the client has proofread and has fully examined their order for errors of any kind. The client assumes full responsibility for any error or omission not discovered and expressly agrees to the following:

*"By submitting the document to ColorCards I agree to the following terms". I have verified that spelling and content are correct. I am satisfied with the document layout. I understand that my document will print EXACTLY as it appears here, that I cannot make any changes once my order is approved and that I assume all responsibility for typographical errors."*

Approval is provided via Fax or E-mail using our standard approval forms. Orders approved before 1:00pm EST are processed that day, after 1:00pm EST are processed the following business day.

## Standard Proofing:

Most orders require up to 72 hours to create a proof. The client may choose to receive a maximum of two proofs at no charge with their order, B&W Fax proof or color JPEG e-mail proof. The first acknowledges that the order has been prepared according to the client's instructions. The client may then make moderate changes and receive a second proof at no charge. Changes must be requested in writing. Additional proofs are \$5.00 each plus client alteration costs.

## Color Proofing:

Add up to 48 hours to create and/or ship any color proof listed. Color JPEG Proofs are sent via E-mail for \$5.00 ea. ColorCards will not be held responsible for the client's ability to accurately view this proof. Monitors must be calibrated to Matchprint SWOP standards to insure color accuracy.

Digital Match Color Proofs offer accurate color matching and is the only proof acknowledged for this purpose. The client must use this proof as a color reference when color is an issue. Without it, the client waives all rights to dispute concerns about the final printed color. Each proof is \$70.00 for up to 9"x12" (plus shipping).

## Customer Alterations:

Up to 48 hours may be necessary for changes. Client alterations can be performed at any time prior to final approval. After creating the client's original desired design, we are able to make one set of moderate changes at no charge. Continuing changes to a layout or creation of a new layout are done so at the client's expense. Client alterations begin at \$15.00 per change or \$60.00/hr.

## Digital Client Files:

All digital files must adhere to our Digital File Checklist. Client digital files are the exclusive responsibility of the client. We cannot be held responsible for the quality or the color accuracy of client digital files. Every effort is made to discover problems with these files but we cannot be held responsible for problems not discovered.

## Client Photos, Artwork and Materials:

We accept photographic prints up to 8"x 10" for color scans, PMT's for B&W scans. Photos may also be submitted on CD (see Digital Client Files above). Do not submit color copies, laser/inkjet prints, photo proofs, passport photos, or those with dirt or grime. ColorCards cannot be held responsible for the quality of inferior photos or artwork supplied. Although every effort is taken to safeguard client materials, ColorCards cannot be held liable for loss or damage to those materials.

## Digitally Supplied Photos:

ColorCards cannot be held responsible for the quality of inferior photos submitted. ColorCards is not responsible for images printed as fuzzy, distorted or pixilated due to customer provided artwork. All artwork, designs and images must be provided in minimum of 300 DPI and CMYK color mode. ColorCards is not responsible for any color shift in converted photographs (RGB images) with black, near black, or gray tones. Color shifts from a perceived black or gray must be addressed prior to file submission. Proofs do not guarantee black, near black or gray final output.

## B&W Artwork Flatbed Scans:

Flatbed scans provide pleasing color but are not intended to be accurate. ColorCards retains exclusive ownership of all scans, they are intended for our sole use. Flatbed scans are \$10.00 each in B&W or \$20.00 ea. in color.

## Bleed Photos:

A photo that prints to the trimmed edge of a card is a bleed photo. Part of the digital image after scanning (1/8" or .125") must be trimmed off to create this effect. Photo Enhancement, Silhouetting and Retouching: Up to 72 hours may be required. Digital photo enhancement and retouching can remove color casts, repair scratches, create a blue sky from grey, add flowers, etc. Silhouetting involves the removal of a background from the photo subject. This work is performed at \$60.00/hour with a minimum charge of \$25.00.

## Color Matching, PMS Colors and Solid Colors:

A 3-4% color shift is considered normal and acceptable in color printing. We take every precaution to minimize this occurrence but we cannot guarantee precise color matching throughout a press-run or from one press-run to another over time. Pantone Matching System (PMS) colors can only be approximated in process color printing. We cannot guarantee an exact match for a requested PMS color. Due to the nature of our printing process, large blocks of color solids may not reproduce consistently. Pleasing colors will be possible but variations may occur.

**Typesetting:** Up to 24 hours may be necessary for additional typesetting work. Typesetting is included with each order. Extra typesetting is available at \$60.00/hour with a \$25.00 minimum charge.

## Standard Pricing and Custom Quotes:

All pricing is subject to change without notice and the final selling price of any order will be that of current ColorCards pricing. All custom order quotes must be made in writing and will expire 30 days from the date of the quote unless specified.

## Payment and Credit Card Terms:

All orders must be pre-paid by cash, check, or credit card prior to commencement of work. All returned payments are subject to a \$30 return fee plus the original amount due. By submitting the document "I agree to all terms and conditions" and paying by credit card clients agree to be bound by the terms, conditions and specifications herein. The cardholder specifically agrees to pay all costs incurred if their order is prematurely cancelled and it is understood that no credit will be provided for returned orders. The cardholder further agrees not to dispute or "charge back" any payments without first notifying ColorCards in writing. Failure to provide such notification will result in the return fee being assessed in addition to the original charges.

## Ownership of Production Materials and Copyright:

All artwork produced by ColorCards remains its' exclusive property and is protected under copyright and may not be reproduced without expressed written consent.

## Indemnification:

The client hereby affirms ownership and/or publishing rights to all artwork, photos, materials and lists submitted for printing and/or mailing and agrees to indemnify and hold harmless ColorCards and its affiliates and employees from any and all loss, cost, expense, and damages on account of any and all manner of claims, demands, actions, and/or proceedings that may be levied against ColorCards on the grounds that said printing and/or use violates any copyright or any proprietary right of any person, business entity or institution. At the client's expense, the client agrees to legally defend to a favorable completion any and all claims, demands, actions, and proceedings that may be brought against ColorCards.

## Printing or Mailing Errors, Omissions & Delays:

In the event of manufacturing defect, omission and/or delay on any printing and/or mailing order, the client agrees to limit the liability of ColorCards to the replacement cost of the printing. Further, the client agrees to hold harmless ColorCards and its affiliates and employees from any and all loss, cost, expense, and damages on account of any and all manner of claims, demands, actions, and/or proceedings that may be levied against ColorCards on the grounds that said errors, omissions and/or delays violate any agreement or any right of any person, business entity or institution due to errors, omissions or delays. The client assumes full responsibility for promptly inspecting their order and submitting any and all claims to ColorCards in writing within 10 business days of order receipt. The client waives their right to a claim if said claim is not made within that specified time.

## Cancellations:

Orders may be cancelled up to the final approval. After final approval, cancellations are not possible. All clients agree to pay the greater of a \$50.00 processing fee or the assessed amount for all work performed on all cancelled orders.

## Returns for Credit:

Orders being returned for credit must be done so at the client's expense. Credit will be issued upon return of the entire order. Credit may only be applied to replacement or future orders and must be used within the calendar year issued. All charges related to expedite printing (Rush Printing or Shipping) are NOT REFUNDABLE, including for those orders that are returned for any reason. No refunds will be provided.

## Governing Law:

ColorCards is based in Fort Myers, Florida and all transactions take place on ColorCards' servers located throughout the world. Any legal action or proceeding shall be instituted in Fort Myers, Florida. You agree to submit to the jurisdiction of the Fort Myers, Florida courts and agree that venue in these courts is proper in any such legal action or proceeding.

## Transfer of Title:

You understand the shipping terms are FOB shipping point, which means ownership transfers once we deliver any printed products to ColorCards' shipping carrier of choice.