

PREMIUM POSTCARDS

www.PremiumPostcards.com

Order Form

Promo Printing Group, Inc.

5813 S. 2nd Street • Tampa, FL 33611

Toll Free 1-866-831-9902 • 813-831-9902 • Fax 813-831-9903

www.PremiumPostcards.com • info@PremiumPostcards.com

Contact Information

Company Name _____
 Contact Person _____ Title _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ FAX _____
 Email _____ Website _____

Shipping Information

Fill in only if we are not processing your mail.

Company Name _____
 Contact Person _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ FAX _____

All jobs that we do not mail are shipped UPS Ground. Please review shipping rates on back. Overnight options available. We can not ship to P.O. Boxes.

Postcard Information

Please refer to rate card

Quantity _____ Printing Cost _____

Postcard Size: Business Card - Postcard
 4.25" x 6" 4.25" x 6"
 8.5" x 6" 8.5" x 6"
 Other _____ Other _____

If you need a custom size or quantity, please call us for a quote.

Mailing Information

Mail Rates .04¢ per piece.

Quantity _____ (How many records are we mailing?)

Minimum Charge of \$100 will apply for mailings under 5,000 pieces

Postage

First Class Presort (4.25" x 6") File Name _____
 Presort Standard (larger cards) Disk Email
 Non Profit ASCII text Tab or Comma Delimited

List

Need a mailing List? Call us for a quote!

Artwork

I am sending fully prepared digital files by:

Email CD Rom Zip Disk

File Name _____

PDF Quark Freehand Photo Shop Illustrator

Please consult our website (Submit Art) for complete file specifications prior to submission.

Proofing

PDF Email color proof- Free
 Fax proof- Free
 High Res color digital Proof-\$35.00

Design

Need help designing your postcard?

Yes, please design my postcard, Call and speak to a representative to discuss the details .

Standard Design \$50 One full color photo or scan on the front, headline, logo and contact information on back of card.

Proofing

PDF Email color proof- Free
 Fax proof- Free
 High Res color digital Proof-\$35.00

Deluxe Design \$125 Multiple full color photos or scans on the front, headline, logo and contact information on back of card.

Payment Method

All orders are paid in full in advance. Actual postage cost will be determined after we process your mailing list. Postage is paid separately and is due 3 days prior to mailing your cards. Checks for postage should be made out to the US Postmaster. A 3% surcharge will added to the any postage paid using a credit card. An invoice will be provided for your approval prior to running your credit card.

Fill in all that apply. Any Questions? Just Call!

Printed Price \$ _____
 Design \$ _____
 Mailing Services \$ _____
 Mailing List \$ _____
 Proof \$ _____
 Shipping \$ _____
 Tax (In FL 7%) \$ _____
TOTAL DUE \$ _____

Payment Method

Visa MasterCard American Express Check No: _____

Credit Card No: _____

Expiration Date _____

Card Holder Name _____

Billing Address _____

City _____ State _____ Zip _____

Authorized Signature _____

Standard turn around time is 2 weeks from your proof approval.

Internal Use Only

Date Received _____ Order Number _____

Sales Rep _____ Other _____

Authorized Signature

Date _____

I have read and agree to all terms and conditions of sale as presented on the reverse side of this form. No refunds. Company credit only.

Authorized Signature _____

PREMIUM POSTCARDS

www.PremiumPostcards.com **Terms & Conditions**

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Printing & Marketing Agreement, Terms & Conditions of Sale:
 Agreement made this _____ day of _____ between
 Premium Postcards (Promo Printing Group, Inc.) hereafter referred
 to as (PPG, Inc.) a Florida Corporation located at 5813 S. 2nd
 Street, Tampa FL 33611 and _____
 hereafter referred
 to as (Client) located at _____

Pricing: Published prices obtained from Premium Postcards (PPG, Inc.) are subject to change without notice. All published prices and written quotations will be honored for 30 days after the date of the original quotation.

Payment Terms: All orders must be prepaid prior to commencement of work. Payment may be company check, money order, or by credit card (Visa, MC, Amex). There will be a \$30.00 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 Premium Postcards (PPG, Inc.) Terms, Conditions and Specifications. 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.

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.

Order Cancellation: No order may be canceled after acceptance, except upon terms that will compensate Premium Postcards (PPG, Inc.) at our regular hourly rates. There is a minimum \$150 cancellation fee.

Warranty: Premium Postcards (PPG, 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 your written instructions or written approval. Premium Postcards (PPG, 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 customer in writing within (10) days after delivery. The customer 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. Premium Postcards (PPG, 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 profits 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 Premium Postcards (PPG, 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 Premium Postcards (PPG, 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 other 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 Premium Postcards (PPG, Inc.) provided that Premium Postcards (PPG, Inc.) shall promptly notify the Client with respect thereto.

Ownership Of Preparatory Materials: Artwork, type, digital files, and plates produced by Premium Postcards (PPG, Inc.) in the ordinary course of production remain the exclusive property of Premium Postcards (PPG, Inc.) unless otherwise agreed to in writing.

Client Supplied Files: All digital files submitted must adhere to our Digital File Checklist. If they do not, a \$25.00 fee will be assessed. Premium Postcards (PPG, Inc.) assumes no responsibility and cannot be held liable for the quality and/or color accuracy of the final outcome when Digital File Specifications are not met.

Client Supplied Files: All digital files submitted must adhere to our Digital File Checklist. If they do not, a \$25.00 fee will be assessed. Premium Postcards (PPG, Inc.) assumes no responsibility and cannot be held liable for the quality and/or color accuracy of the final outcome when Digital File Specifications are not met.

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. Postcards are printed in a ganged run which offers very high quality printing at an affordable price, but may be subject to a slight shift in color. A 3% color shift is considered the acceptable industry standard. We do not guarantee exact color matching.

Proofing Options: Add 1-2 days to production schedule for all color proofs

Color Digital PDF Proof: Are available at no charge and are sent by email in an Adobe PDF format. These are not accurate color proofs but will give a close proximity of how the design will look. We are not responsible for the Clients ability to accurately view this proof. Color will vary from this proof to the printed piece.

Color Inkjet Proof: Provides a close color representation but are not intended to be used for exact color matching. \$10.00 each plus shipping.

Polar Digital High Resolution Proof: Provides a 99% color representation but still may vary by 3% due to the ganged run printing. Without this proof, the Client waves any right about the issues of color. Price is \$35.00 plus shipping.

Proofs: If you are submitting a digital file, you must submit a composite laser proof and color laser proof with your order. Premium Postcards (PPG, Inc.) will submit a black & white laser proof for your approval. A signed proof must be returned to Premium Postcards (PPG, Inc.) before your job will be run. Your signature on a proof will be final and irrefutable acceptance and approval of the proof. We will not accept under any condition verbal approval of a proof. If we are mailing your postcards you must approve a printed sample of your piece prior to mailing.

Shipping & Handling: All shipping charges are in addition to the selling price of the job. Calculate your shipping charges based on the chart below. Prices below are based on 5,000 pieces via UPS, F.B.O. Tampa, Florida. Contact us for shipping on larger quantities or postcard sizes that are not specified below. Shipments are insured for the face value of the card. If additional insurance is required you must let us know in advance.

Your State	Service	4.25" x 6"	8.5" x 6"
FLORIDA	Ground- 1 Day	\$16.00	\$31.00
LA, MS, AL, TN, KY, GA, SC, NC, VA, WV,	Ground - 2 days 2nd Day Air	\$28.00 \$79.00	\$45.00 \$110.00
AR, CT, OK, MO, IL, OH, MI, PA, NJ, MD, DE, RI, IN, OK, TX	Ground - 3 days 3rd Day Select 2nd Day Air	\$40.00 \$70.00 \$99.00	\$64.00 \$115.00 \$140.00
AZ, NM, NE, KS, IA, MN, WI, TX, NY STATE	Ground - 4 days 3rd Day Select 2nd Day Air	\$47.00 \$85.00 \$125.00	\$75.00 \$155.00 \$190.00
MA, VT, ME, NH, EAST CO.	Ground - 4-5 days 3rd Day Select 2nd Day Air	\$45.00 \$85.00 \$125.00	\$85.00 \$165.00 \$208.00
AZ, NM, NE, KS, IA, MN, WI, TX, NY STATE	Ground - 5 days 3rd Day Select 2nd Day Air	\$47.00 \$85.00 \$125.00	\$75.00 \$155.00 \$190.00
AZ, NM, NE, KS, IA, MN, WI, TX, NY STATE	Ground - 6 days 3rd Day Select 2nd Day Air	\$48.00 \$90.00 \$125.00	\$85.00 \$165.00 \$210.00

Authorized Signature _____ Date _____

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Authorized Signature _____

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Layout Form

Promo Printing Group, Inc.

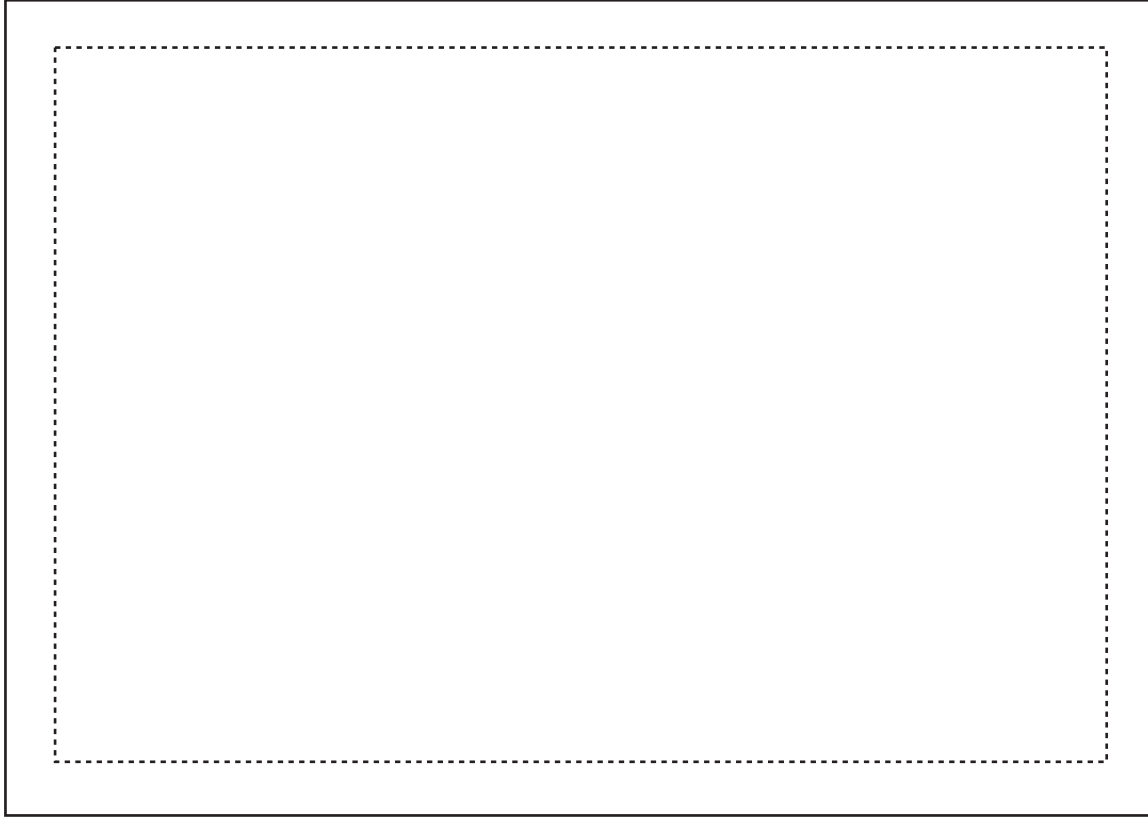
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Layout Form Front:

Please use the area below to give us a working idea of what you want your layout to look like. If you choose to use our royalty Free Photos they can be enlarged to a maximum size of 6" x 9" without losing any resolution. This means that you can use a whole or part of a photo for a background. All postcards include a full bleed.



Comments/Instructions

All Of Our Postcards Are Custom Designed To Your Business. You are not restricted in how you choose to layout or design your postcard. Here are just a few design layouts to choose from, we hope these ideas help.

NEED HELP: Call Us Toll Free

1-866-831-9902

8 am -5 pm Eastern Time



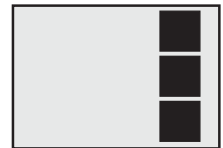
Layout A-1
Full Bleed Main Photo



Layout A-2
Full Bleed Main Photo
1 Insert Photo



Layout A-3
Full Bleed Main Photo
2 Insert photos



Layout A-4
Full Bleed Main Photo
3 Insert photos



Layout B-1
Partial Bleed Main Photo



Layout B-2
Partial Bleed Main Photo
1 Insert Photo



Layout B-3
Partial Bleed Main Photo
1 Insert Photo



Layout B-4
Partial Bleed Main Photo
1 Insert Photo

