

Postcard Order Form

**Print, Fill out, and
 Fax To: (613) 562-9598**

Client Details

COMPANY NAME		DOCKET No. (Ackray use)
ADDRESS		CONTACT NAME
		TELEPHONE ()
CITY	FAX ()	
STATE	ZIP	E-MAIL

1. CARD PRICING

	4.25 X 6 ...each	5.5 X 8.5 ...each
1,000	33¢	47¢
1,001 – 2,500	29¢	43¢
2,500 – 5,000	27¢	39¢
5,001 – 10,000	25¢	37¢
10,000 – 15,000	22¢	32¢

Note: Referral postcards are available in 5.5 X 8.5 only. A set-up fee of \$50 applies to Ref001 and Ref002.

2. WE CAN MAIL THE POSTCARDS FOR YOU OR SHIP THEM TO YOU

(The minimum order for mailing services is 2,500 pieces)

	Mail processing cost	Postage	About Shipping
	(If We do the Mailing for you)		
2,500 – 10,000	15¢	• Add 28 cents postage per 4.25 X 6.0 postcard. • Add 44 cents postage per 5.5 X 8.5 postcard.	If you choose not to use our mailing service, the cost of shipping will be billed to you once your order has been mailed. We use UPS Ground plus 5% for handling.
10,001 – 25,000	11¢		
Over 25,000	9¢		

3. PLACE YOUR ORDER

Product #	Quantity	Size/Format	Price Each	Mail processing*	Postage**	TOTALS
		<input type="checkbox"/> 5.5 x 8.8 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
		<input type="checkbox"/> 5.5 x 8.5 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
		<input type="checkbox"/> 5.5 x 8.5 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
* Add Mail Processing and Postage ONLY if Ackray does the mailing for you. Otherwise, we will ship cards to you by UPS ground, plus 5% handling (shipping will be added to your bill). Shipping is F.O.B. Ottawa, ON, Canada.				Grand Total*** ***Ontario customers add GST and PST		
** Add only if Ackray does the mailing for you. If you pay by credit card, 5% will be added to your postage charge.						

4. PAYMENT INFORMATION

Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Check <input type="checkbox"/>	CARD # NAME	EXPIRY DATE
Name and address where statement should be mailed to, if different from above:		

IMPORTANT NOTES

Logos, Text, and Mailing Data: Please send your logo, text for the back of the cards (if needed), and customer mailing data (if we do the mailing for you) to production@ackray.com.

Please send logos, text, and data in electronic format only (by email). For data, Excel spreadsheets are preferred.

Proofing and Timing: You will receive a proof of your order before it is printed. Orders will be shipped or mailed within 5–9 business days of signing off your proof.

Cancellation: If an order is cancelled after the proof is prepared, you will be billed for 50% of the order, excluding postage and shipping.

NOTE: One free proof per order is included in the price unless changes are the printer's error. Extra changes that require proofs are charged as Author Alterations at the rate of \$25 per proof. All content on the back of the postcards will appear in black ink only. You may request full color for an added charge of 12 cents per card.

5. SIGN OFF YOUR ORDER

_____ Signature	_____ Print name	_____ Date
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