

Client Address Send Proofs by Email Fax

Company Name

Contact Name

Address

City Prov PC

Phone Fax

Email

Shipping Address Same as Client Address

Company Name

Contact Name

Address

City Prov Postal Code

Phone

Ship via UPS Ground (most economical) Express (overnight)

Paulsen Direct Mailing Service: Addressed Mail Unaddressed Mail
Paulsen Comm. Direct Mail Service will prepare and present your mail to Canada Post. Canada Post is responsible for delivery of your mail.

Preferred Delivery Date
You will be notified if Paulsen Communications feels it cannot meet this date. Please see "Terms and Conditions".

ORDER DETAILS

Product/ Title	Size	Quantity	Price
Express Design Service	\$40	<input type="checkbox"/>	
Premium Design Service	\$60	<input type="checkbox"/>	
Deluxe Design Service	\$90	<input type="checkbox"/>	
Archive Files	\$15	<input type="checkbox"/>	
Burn Files to CD	\$25	<input type="checkbox"/>	
Flight Check supplied files	\$20	<input type="checkbox"/>	
Proofread	\$25	<input type="checkbox"/>	
Total	(Shipping and Taxes will be added)		

Express Design: Free for postcard or business card order (Otherwise \$25): Includes up to 3 digitally supplied images, up to 100 words of typesetting, and up to 2 design proofs by email or fax.
Basic Design: For \$40: Includes up to 5 digitally supplied images, up to 200 words of typesetting, and up to 3 design proofs by email or fax.
Premium Design: For \$60: Includes up to 8 images, up to 400 words of typesetting, and up to 5 design proofs by email or fax.

CREDIT REMOVAL • Paulsen Comm. credit will appear on all cards unless credit removal requested.
ARCHIVE FILES • No charge to retrieve files for future projects, otherwise \$25.00 charge.
BURN FILES • All files written to CD for use on Mac and PC. Easily accessed by you for future projects.
FLIGHT CHECK • Files evaluated to ensure document you created will print problem free, improper settings with your applications corrected or compensated for.
PROOFREAD • Check spelling, grammar, punctuation. If suggested change is made \$25, otherwise no charge.

Images / Files Supplied

Digital Files: Email (for files less than 1 MB) File Transfer (through website)

Archived

Note: Please name your digital files by company name or contact name.

METHOD OF PAYMENT Deposit / Balance

Deposit | 50% required in advance

Cheque Visa Mastercard

Card # _____ Exp. / _____

Name _____

Card Holder
Signature X _____

I hereby authorize Paulsen Communications Inc. to charge the above credit card for payment of this order, deposit and/or balance as indicated. A 50% deposit to be charged upon receipt of this order and the balance plus shipping to be charged when order is shipped.

Balance | Required before shipping

Cheque Visa Mastercard

Charge the credit card authorized above upon shipment of order. Cheque required upon receipt of invoice.

Terms and Conditions

- Deposit of 50% required in advance, balance required before shipping.
 - Customer guarantees the legal propriety of all material submitted.
 - Where customer's instructions are lacking or incomplete, Paulsen Comm. may, at its discretion, use type, composition and colours as it deems to be in the best interest of the customer.
 - Paulsen Comm. reserves the right to retain and use up to 50 pieces per order as samples and to use your product on our website.
 - Paulsen Comm. credit will appear on all cards unless credit removal is requested (\$25).
 - Shipping charges from Toronto are extra. Applicable taxes are extra.
 - Unless archiving is requested (\$15), a \$25 retrieval fee will be charged to search for old files
 - Quantities may not be exact: 95% to 115% of order will constitute a full order.
 - A reasonable variation in colour between the original and the printed work shall constitute acceptable delivery. Acceptable variation in colour shall be determined at the sole discretion of Paulsen Comm.
 - Minor flaws such as specks and fibers arising during printing may be deemed acceptable delivery to the customer at Paulsen Comm.'s sole discretion.
 - Paulsen Comm. cannot assume responsibility for lost or damaged material sent to us.
 - It is the client's sole responsibility to proofread artwork and to submit to Paulsen Comm. materials which are fully approved and print ready. We assume no responsibility for printed results produced from supplied digital files unless a proper contract proof is supplied.
Note: Laser and inkjet proofs are not contract proofs
 - Paulsen Comm. strives to print all orders according to our published schedule. In the unlikely event that Paulsen Comm. is late with either the printing or the shipping of a time stamped order, and the client chooses not to accept delivery, Paulsen Comm.'s liability shall be limited to a refund of the amount paid for the order.
 - Paulsen Comm. uses third party companies such as UPS and Fed Ex for shipping. Paulsen Comm. will not be responsible for damages or lateness resulting therefrom.
 - Because products are custom designed for each customer, all sales are final and returns are not allowed.
- * If mailing cards by Paulsen Comm.: Paulsen Comm. will prepare and present your mail to Canada Post. Canada Post is responsible for delivery of your mail.

Name (please print) _____

Signature X _____

I have read and agree to the Terms and Conditions listed, and wish to place an order. Personal Guarantee: I/we, the undersigned, jointly and personally guarantee to pay any debt outstanding to Paulsen Communications Inc.

Date _____

Paulsen Communications
 20 Leslie Street, Unit 111, Toronto Ontario M4M 3L4
Tel: 1-800-479-2384 Tel: 416-694-7125
Fax: 416-694-6296
Email: info@paulsencommunications.com

What we need from you

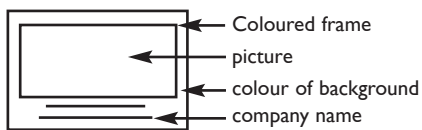
- ▶ Photograph, transparency, slide or negative, indicating any cropping if required.
- ▶ Artwork for logos, laser copy or originals, colour samples or pantone numbers to match if possible.
- ▶ Copy: please type or print exactly as it is to appear, ALL CAPITALS, Upper/Lower, punctuation and type style(s).
- ▶ A basic layout, showing text, image and logo placement; send us a laser proof if possible (check examples).
- ▶ We will email you a copy for your approval.
- ▶ Please ensure the order form is completely filled out and returned.
- ▶ A deposit of 50% is required in advance.

Use this grid to sketch out your basic layout, showing colours and position of the elements on your card.

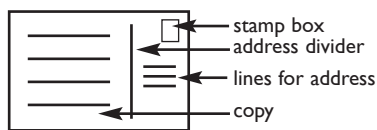
HERE ARE SOME EXAMPLES OF HOW YOUR BASIC LAYOUT COULD APPEAR

Example 1

Front

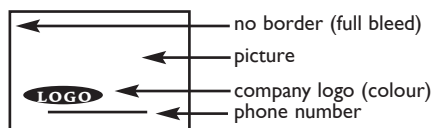


Back

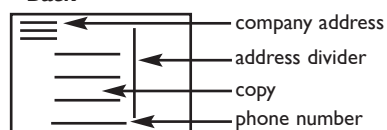


Example 2

Front

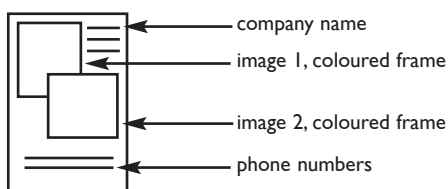


Back

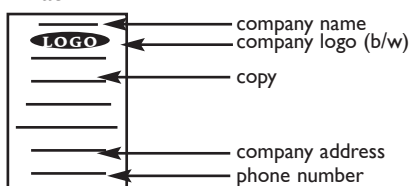


Example 3

Front



Back



FRONT

BACK

