



Please fill out the form with text you would like on your postcard. Please visit us on the web to view sample postcards and text placement. In order for us to expedite your order, please fill the form out in its entirety, (especially the extra design notes). If you are still unsure about what type of mailer you would like, please revisit our sample section.

## Client Information

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

Client Assistant Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_

Fax: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Email 3: \_\_\_\_\_

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

Return Mailing Address: \_\_\_\_\_

## Size, Orientation and Quantity

Size (circle one):

### Postcards

2 x 3.5 business card 3.5 x 6 w/tear-off 4.25 x 5.5 4 x 6 4.25 x 6 5 x 7 4.25 x 10.5 5.5 x 8.5

6 x 9 6 x 11 6.125 x 11.5 8.5 x 11

### One-Fold

8 x 6 flat / 4 x 6 finish 12 x 9 flat / 6 x 9 finish 12 x 11.5 flat / 6 x 11.5 finish

### Two-Fold

12 x 6 flat / 4 x 6 finish 18 x 9 flat / 6 x 9 finish 18 x 11.5 flat / 6 x 11.5 finish

**Brochures**

Two-Fold

8.5 x 11 flat / 8.5 x 3.66 finish

Three-Fold

8.5 x 14 flat / 8.5 x 3.5 finish

**Fliers**

5.5 x 8.5    8.5 x 11

**Newsletters**

Four-Page

11 x 17 flat / 5.5 x 8.5 finish

Six-Page

11 x 25.5 flat / 5.5 x 8.5 finish

Front Orientation (circle one):    horizontal    vertical    previous template

Back Orientation (circle one):    standard    alternate    previous template  
(see online sample section templates)

Quantity (circle one):    500    1,000    2,500    5,000    7,500    10,000    Other

Postage Rate (circle one):    first-class    bulk

Mail Date(circle one):    ASAP    call first    date: \_\_\_\_\_

For **internal purposes only**, please enter the street address and street name of your  
property: \_\_\_\_\_

**Front Side Information**

Front Side Title:

\_\_\_\_\_

Other Text for Front Side:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Check All That Apply:

**Name** [ ]    **Company(including logo)** [ ]    **Phone** [ ]    **Fax** [ ]    **Email** [ ]

### **Back Side Information**

Back Side Title:

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Text Box 1:

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Text Box 2:

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Please Check All That Apply For Contact Information BOX (see online sample section templates):

**Name** [ ]    **Company(including logo)** [ ]    **Phone** [ ]    **Fax** [ ]    **Email** [ ]

### **Color Choice/Design Notes/Special Designs**

Color (see online sample section templates): \_\_\_\_\_

Design Notes:

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Special Designs:

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.....IMPORTANT.....

**In the case you decide not to print your proof, you will be charged a graphic design fee of \$150.00.**

**In order for us to expedite your order, please sign below to accept the above agreement.**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE PRINT THIS DOCUMENT AND FAX IT TO 310-397-6302**

**Questions & concerns, call 310-397-6301 ext.100**

**Thank you for your order. Work will begin promptly.**