ORDER FORM - Christmas Cards

MAIL TO: HOUSE OF CARDS 1440 S. Richardson Street • San Bernardino, CA 92408

FAX TOLL FREE: (800) 431-9162

Please Print Clearly

Instructions & Policies on page 2.

BILLING ADDRESS/INFO

Business Name:	
Attention:	
Street Address:	*Must match credit card statement address*
City, State & Zip:	
Phone Number:	*To contact you with questions about your order*
E-Mail Address:	*We do not sell or share your information*

❑ Check box to be INCLUDED in future emails & updates. Your email address and information WILL NOT BE SHARED.

❑ check box if SHIPPING address is same as BILLING address.

SHIPPING ADDRESS

Business Name:	
Attention:	
Street Address:	*Can NOT ship to P.O. Boxes*
City, State & Zip:	
E-Mail Address:	*Provided to UPS to send you card delivery details*

1. CARD PRICING (per card number)

30	50+	100+	200+	300+	400+
$1.50 ea	$1.38 ea	$1.17 ea	$.99 ea	$.92 ea	$.85 ea
500+	**700+**	**1000+**	**1500+**	**2000+**	**5000+**
$.79 ea	$.71 ea	$.64 ea	$.61 ea	$.58 ea	CALL

❑ Ship my cards FLAT (no extra charge)

❑ Ship my cards FOLDED (default - no extra charge)

*Greeting Head and Body Options listed in #2 below

Card Number	Quantity	Card Imprint	Greeting Head*	Greeting Body*	Company Imprint
		❑ Yes ❑ No If No, go to **#3**	❑ None ❑ Letter _____	❑ None ❑ Custom ❑ Letter _____	❑ Below ❑ None
		❑ Yes ❑ No If No, go to **#3**	❑ None ❑ Letter _____	❑ None ❑ Custom ❑ Letter _____	❑ Below ❑ None
		❑ Yes ❑ No If No, go to **#3**	❑ None ❑ Letter _____	❑ None ❑ Custom ❑ Letter _____	❑ Below ❑ None

2. CARD STANDARD IMPRINT & PRICING

Up to 49	50-99	100-199	200-299	300-399	400-499
$5	$5	$10	$15	$20	$25
500-699	**700-999**	**1000-1499**	**1500-1999**	**2000-4999**	**5000+**
$30	$35	$45	$55	$65	CALL

Greeting Head, Greeting Body and Company Imprint.

❑ Imprint in HOLIDAY RED (default for holiday cards)

❑ Imprint in CLASSIC BLACK (no extra charge)

GREETING HEAD OPTIONS:

A) *Season's Greetings* **B)** *Merry Christmas and Happy New Year* **C)** *Happy Holidays*

GREETING BODY OPTIONS:

A) *We'd like to extend our best wishes along with our appreciation for your support.*

B) *Wishing you the best this holiday season and a New Year filled with health and prosperity.*

C) *We feel it is important to take this opportunity to thank those that have contributed to our success throughout the past year. Thank You.*

D) *Our entire organization joins in wishing you the best during this holiday season and throughout the next year.*

❑ **YES Customize my card ($30 setup fee applies to each checked box below).** Custom is defined as any alteration to stock card front or standard greeting. Custom full color logo (or personal photo) may be added to the outside (or inside) of the card for an additional $.20 per card. Please call 800/431-9161 or see page 2 for assistance.

❑ Custom Imprint (your own text)	= **$30**
❑ Add a 1 color logo (prints in black or red as chosen above)*	= **$30**
❑ Add signatures (prints in black or red as chosen above) *	= **$30**
❑ Change imprint color (NOT red or black) Color: _____	= **$30**
❑ Add full color logo/photo to the face (front/outside) of the card *	= **$30** + (**$.20** x card quantity)
❑ Add full color logo/photo to the inside of the card *	= **$30** + (**$.20** x card quantity)

Custom cards must be approved prior to moving into production. Please indicate the best way to forward a proof for your review.

I'm sending my customization:* (see instructions on pg 2)

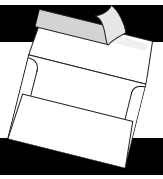
❑ Attached

❑ Digital file sent via email *File Name:* _____

❑ FAX to: _____

❑ E-MAIL to: _____

4. ENVELOPE UPGRADE



❑ Please upgrade my order to include Self-Seal Envelopes (Peel & Seal Envelopes) for an additional 20¢ each

5. SHIPPING CHARGES (total order)

Up to 49	50-99	100-199	200-299	300-399	400-499
$11	$11	$13	$14	$16	$19
500-699	**700-999**	**1000-1499**	**1500-1999**	**2000-4999**	**5000+**
$23	$27	$45	$65	$79	CALL

These shipping charges are applicable for orders via mail, phone or fax only. Web orders are based on real-time UPS rates and may vary.

6. PAYMENT INFORMATION

Sorry, No COD orders. Amount in **GRAND TOTAL** required to process order.

❑ Check Enclosed. Please make check payable to: ***House of Cards***

❑ Bill my Credit Card. **BILLING ADDRESS** must match that on credit card statement.

Credit Card Number: Expiration Date *(Month/Year):* _____

❑ Visa ❑ MasterCard ❑ Amex ❑ Discover ❑ PayPal

Print Name ***(as it appears on card)*** or if PayPal payment, provide e-mail for money request:

CVV: *3 digit # on back (AMEX, 4 digit on front):*

1. Total Card Pricing	$
2. Card Imprint Pricing	$
Custom / Set-Up Fee *(For orders with customization only - see charges at left in green box)*	$
3. Envelope Imprint Pricing	$
4. Self-Seal Envelopes *(applicable if upgrading only: 20¢ each)*	$
(Sub Total)	$
CA Sales Tax (9%) *(Only if shipping to CA address = .09 x SubTotal)*	$
5. Shipping/Handling	$
(Authorized to Charge) GRAND TOTAL	$

Thank you for your order.

MAIL TO: HOUSE OF CARDS 1440 S. Richardson Street • San Bernardino, CA 92408

COMPANY IMPRINT Included in Standard Imprint Price - up to 2 LINES, up to 35 characters (including spaces). If ordering more than 1 card additional imprint space is on page 2. Print as you want it imprinted (ALL CAPS, etc.)

3. ENVELOPE IMPRINT & PRICING (per imprint selection)

Up to 49	50-99	100-199	200-299	300-399	400-499
$5	$5	$10	$15	$20	$25
500-699	**700-999**	**1000-1499**	**1500-1999**	**2000-4999**	**5000+**
$30	$35	$45	$55	$65	CALL

If above company name and address is appropriate for envelope imprint please check correct box.

(Name in "Attention" field above will not be included on envelope.)

❑ ***Same as*** **BILLING ADDRESS** ❑ ***Same as*** **SHIPPING ADDRESS**

If ordering more than 1 card additional imprint space is on page 2.

Envelopes will imprint in the same color selected for cards above. Customization to envelope is not available. If you choose a custom color for card imprint your envelopes will inprint in black.

Up to 4 LINES, up to 35 characters (including spaces) Please check appropriate box above or write as desired. (For example: ALL CAPS, etc.) Or write "see attached" and attach a sheet with your imprint and staple sheet to order form.

Pricing valid through 12/31/10 • Copyright © 2006-2010 House of Cards

ORDER FORM INSTRUCTIONS:

1. CARD PRICING: Pricing is based on the volume of each card design (specific card number) ordered. Up to 3 different cards may be ordered from page 1. If ordering more than 3 cards please copy page one and complete only the information that varies from the first cards ordered on the copy(ies). For example don't rewrite your billing address unless each card bills differently, etc. This order form is for Christmas Cards - or cards you wish to have holiday greetings in. All card numbers will likely start with SW. If you wish to order a non-holiday card but include a holiday greeting head and body THIS is the appropriate order form. Your card will start with a CR.

Please check the "Flat" or "Folded" box to indicate preference for shipping your cards. No additional fee applies to either service. If no boxes are completed the cards will ship folded. If you are NOT imprinting your cards check the "No" box and do NOT complete the balance of this section. If you ARE imprinting your cards please complete the entire section. Greeting Head and Greeting Body Selections are detailed on page 1, in section #2.

Company imprint is included with the Card Imprint pricing (section #2). If you chose to imprint your cards and want your company information added check "below" otherwise check "none". There is no extra charge for this item.

2. Card Standard Imprint & Pricing: If imprinting your cards be sure the applicable boxes in the previous section are completed. Selections are detailed here. Please also indicate imprint color.

If customizing your imprint in any way: a custom greeting, adding a logo (1 color or full color), photo or staff signatures, or changing the imprint color from black or red please complete the information in the green box. If you are not customizing your cards please skip this section and write "0" on the 'custom/set-up fee' line in section #6 (Payment Information).

Custom logos or signatures may be mailed or emailed NOT faxed - fax only acceptable for custom imprint text.

3. ENVELOPE IMPRINT & PRICING: Please check if it is appropriate to use the Billing or Shipping address (Company name and address will imprint only - 'attention' field will not be included in imprint). If you prefer please complete the address information as you want it printed. Please also indicate imprint color.

4. Envelope Upgrade: Premium, snow white, pointed flap envelopes come FREE with your card order. If you would like to upgrade to self-seal envelopes, bright white with a square flap, please check this box and add the total (card quantity x $.20) in section #6. (Payment Information).

5. SHIPPING CHARGES: Pricing is for fax or mail-in orders only. On-Line and phone orders receive real-time UPS pricing based on customer address which may be higher or lower than this pricing.

6. PAYMENT INFORMATION: If sending a check, we will clear it through our bank before shipping your cards. If you are paying with PayPal please put the email address we should request funds from on the "Print Name" line.

Please complete all pricing fields. Custom/Set-Up Fee is zero if you don't customize your cards. Otherwise add all setup charges and any additional 'per card' charge (for full color logo or photo additions only). CA Sales Tax is zero unless you are shipping to a CA address. The Grand Total will be the amount charged to your credit card. If errors in addition are made they will be corrected and the actual Grand Total will be charged. We will contact you with this change. (Ensure accurate phone/email address is provided.) If paying by a credit card we will send a payment/order receipt by email. If paying by check, your cancelled check will be your receipt. If paying with PayPal your PayPal email will be your receipt.

PRIVACY POLICY:

House of Cards is a family run company and understands what it's like to get hoards of unsolicited calls or emails. Rest assured we NEVER share or sell our mailing list, phone list or e-mail list. Your privacy and comfort level doing business with us is of utmost importance to us. We ask for your phone number and e-mail address so we can contact you immediately if we have questions about your order. We do include your (shipping address) phone number on UPS shipping paperwork so they can contact you if there is a concern delivering your cards. The e-mail address you provide is provided to UPS internally (not printed on the label) so a tracking number can be sent to you when your order has shipped. If you do not wish to receive this shipment status e-mail please write "NOT FOR UPS" on the e-mail address line on page 1 of the order form.

If you choose to be included in our email list we may e-mail to update you on products, special offers/coupons or marketing tips a few times each year (possibly in the form of an e-newsletter). If you'd prefer not to receive these updates, offers or emails please DO NOT check the box below the BILLING ADDRESS on page 1 of the order form.

PAYMENT POLICY:

All orders must be paid for in full prior to shipping. For quickest and easiest processing we accept PayPal. We also accept Visa, Mastercard, American Express and Discover. Business and personal checks are also accepted but must clear prior to shipping your cards. If we receive your check back from the bank NSF, a $25 fee will be added to your total and full payment must clear the bank prior to shipping your cards.

CUSTOM REQUIREMENTS:

Standard imprint pricing applies for all imprinted cards. All custom items also require a $30 setup fee. Custom 1 color Logo and/or Signatures are imprinted with the color selected for card imprint on page 1. If you choose to have a full color logo or photo on the front or inside of your card an additional 20¢ per card will apply.

Please submit as a HIGH RESOLUTION digital file (pdf, psd, ai, eps, jpg or tif format) in full color unless printing in red or black, then one color (preferably black - not grayscale) or as a clean scanable black and white hard copy (no larger than 8" x 10").

TURNAROUND:

Time to turn a card order may vary depending on when in the season it is placed. Typically we ship within 5 business days of receiving payment for an order. Orders that require proofing may increase this time frame 3-5 days. Ordering early means quick turn, all cards in stock, and ability to take advantage of less costly ground shipping charges.

Please remember that the time frame detailed is production only. Additional days must be added to understand your receipt date. Please click the UPS logo on our site for estimated ground shipping time frame. Or call for assistance.

We're happy to help answer any questions.
PHONE: (800) 431-9161 • **FAX:** (800) 431-9162
E-MAIL: customerservice@CardsCheaper.com

If cards selected on page 1 don't receive the same company imprint or envelope imprint please list subsequent imprint choices here.

(2) For Card Number: _____

COMPANY IMPRINT

ENVELOPE IMPRINT

(3) For Card Number: _____

COMPANY IMPRINT

ENVELOPE IMPRINT