

Customer Information Form

✓ Choose a product

If choosing an online design Business Card, Postcard or Notepad

Business Cards

Flyers

✓ Choose a quantity

Choose layout design number Write complete online code number

Postcards

Door Hangers

Business card orders Choose background color or image for the front of your card and an image and or text for the back of your card

Notepads

Other: _____

FOR REAL ESTATE ORDERS ONLY

- | | | |
|--|---|--|
| <input type="checkbox"/> Brokers Guild | <input type="checkbox"/> Fuller Sotheby's | <input type="checkbox"/> Prudential |
| <input type="checkbox"/> Century 21 | <input type="checkbox"/> Home Real Estate | <input type="checkbox"/> RE/MAX _____ |
| <input type="checkbox"/> Cherry Creek Properties | <input type="checkbox"/> Keller Williams | <input type="checkbox"/> United Property Brokers |
| <input type="checkbox"/> Coldwell Bankers | <input type="checkbox"/> Key Real Estate | <input type="checkbox"/> Your Castle Real Estate |
| <input type="checkbox"/> ERA Herman Group | <input type="checkbox"/> Metro Brokers | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Exit | <input type="checkbox"/> Prestige | |

Fill out Content Form, including logos, and back option

Card Content – PLEASE PRINT! Include only the information you want to appear on your card.

- Photo Enclosed Photo Emailed Will Mail Photo Photo on File No Photo Needed

Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Example Office: 555-555-5555

Phone #s / Email / Web	1	Description:	
	2	Description:	
	3	Description:	
	4	Description:	
	5	Description:	

Logos				We have a wide variety of Corporate, Real Estate and Professional designation logos. If we don't show samples of your company or branch layout in the product galleries you are looking through, we can change out your logo for any samples shown in any of our galleries at little or no charge. PLEASE USE ADDITION COMMENT AREA FOR ADDITION LOGOS NEEDED, OR OTHER DIRECTIONS FOR LAYOUT TO YOUR ORDER.
<input type="checkbox"/> EHO	<input type="checkbox"/> CRS	<input type="checkbox"/> CRB	<input type="checkbox"/> SRES	
<input type="checkbox"/> IR	<input type="checkbox"/> ABR	<input type="checkbox"/> EPRO	<input type="checkbox"/> GRI	
<input type="checkbox"/> NLS	<input type="checkbox"/> CDPE			

✓ Check how you would like to receive your proof:

Email: _____

Fax: _____

Saving Files Custom Jobs

Applications: Illustrator, Quark, InDesign. When exporting files to EPS, please convert all text to outlines. Microsoft Publisher, Word, PDF's or any other programs will be subject to a setup fee.

Images: Scanned images must be CMYK and must be saved in EPS or TIFF format. Do not save an image with screen angles or transfer functions. Image resolutions must be between 300 and 400 dpi at actual size. If images are linked to a file, please make sure those images are included on your disk.

Fonts: Only use True Type fonts.

Supported Media: CD or DVD

Completion time of jobs varies on product. After design and or layout of product and written approval of your layout for printing.

Standard turnaround: Postcards: 3 - 5 business days (Plus Shipping)

Business cards & Notepads: 7 - 10 business days (Plus Shipping)

Need your work faster? No problem. Call us for faster turn around times.

Turn around times may vary on quantity & finishing options of job being produced.

SHIPPING / DELIVERY: \$125.00 min order for free delivery/shipping in Colorado only. Group orders are subject to receive free delivery/shipping. Group orders MUST ship as one complete shipmate/delivery. All orders can be picked up at our office Mon. - Fri. 9am - 5:30pm. please contact office for shipping/delivery charge. Not responsible for delivery delays due to weather conditions. Shipping charges are based on standard UPS or USPS current rates. UPS rates for residential are higher rates then business addresses.

Color Matching: Colors do not match the PMS (Pantone Matching System) colors when converted to four-colored process. We will use the industry standard charts to get the color as close as possible to your company's PMS color and samples you provide. Due to the nature of offset printing and digital printing, slight color shifts may occur throughout the press run, and from one printing to the next. Not responsible for quality of photo reproduction on low resolution images supplied. Not responsible for delivery delays due to weather conditions. Prices subject to change without notice. Copyright© January 2012 All Rights reserved.

Qty _____

Online Layout Number
Business Card - Postcard - Notepad

Layout/Design # for B/cards, Postcards or Notepads
PLEASE include complete code as shown from website.

Image # _____

For Front of Business card or Notepad orders ONLY.
PLEASE include complete code as shown from website.

Back of card # _____

For Business card use ONLY!
PLEASE include complete code as shown from website.

<input type="checkbox"/> Blank Back	
<input type="checkbox"/> Black Ink Back	
<input type="checkbox"/> Full Color Back (4/4)	
<input type="checkbox"/> Custom Design (\$55.00 per Hour)	
<input type="checkbox"/> Simple / Standard Design	
Subtotal	

NOTE: Set-up fee applies for any order that is canceled

ADDITIONAL INFORMATION:

PAYMENT METHOD:		Amount \$ _____
Check #: _____	Sales Tax 6.75% \$ _____	
<input type="checkbox"/> VISA <input type="checkbox"/> AE	<input type="checkbox"/> MasterCard <input type="checkbox"/> DISCOVER	UPS S/H \$ _____
		TOTAL \$ _____
Card # _____		
Expiration Date: ____ / ____ CCV # _____		
Name on Card: _____		
Signature: _____		
Date: _____		
C.C. Billing Address (Street, City, Zip)		



Shipping Address

Name: _____		
Add: _____		
City: _____	St: _____	Zip: _____

New Way Marketing
Printing and Marketing Made Easy
www.newwaymarketing.net

Fax order form to 720.870.5612