

ORDER INSTRUCTIONS

- 1) **ART:** The maximum for artwork is 8½” by 11”. Larger sizes will incur added charges. Clearly label your artwork in an inconspicuous area that won’t be picked up by our reproduction process. We recommend a simple code, e.g., “A”, “B”, “C.”
- 2) **DESIGN IT:** Some customers would rather have our experienced designers to select, crop, trim, or rearrange their artwork to create the best result. If you want our designers to do this at no extra charge, check the “Design it for me” box. If you want it exactly as is, check the “Leave it alone! It’s perfect!” box.
- 3) **ORDER:** Tell us what you want, quantity, etc., and add it all up. Sales taxes apply only to residents of the State of Washington.
- 4) **Double-check your arithmetic.** Mathematical errors will slow your order. If you’re paying by credit card and don’t feel like doing the math, we’ll add it up for you.
- 5) **Your artwork is precious!** Package it carefully and don’t fold it. We suggest you sandwich your materials between some sturdy cardboard and enclose it in a large flat envelope.
- 6) **If you want your original artwork back,** include a self-addressed envelope with adequate postage. All other artwork will be kept on file for one year. While we make every effort to provide the highest level of customer service possible, we cannot absolutely guarantee that your artwork will be returned to you, and we do not assume liability for art that is lost.
- 7) **Please allow 2 to 3 weeks for delivery via *regular shipping*.** If this is a “gift emergency” contact us directly at (206)-501-4403 or toll-free at (866)-335-1912. Rush charges may apply for gift emergencies. Please allow a little extra time for delivery of holiday greeting cards if you wish to include a holiday greeting because we will send you a proof of your card for approval prior to production.

Artwork (LABEL CLEARLY)	Design it for me.	Leave it alone. It's perfect!	Name and age of artist(s) as it should appear on the item. You can add a second, optional line with more detailed info. (PRINT CLEARLY)	Item description (e.g., large notecards, small notepads)	Quantity	Price	Amount (Quantity x Price)
<p>I certify that the artwork or photography I submit for reproduction in this order is original, and that I own all copyrights to the artwork or photography I submit. If this artwork or photography was created by another individual, I certify that the artwork or photography is original, that individual who created it or I own all copyrights to the artwork or photography, and that I have the authority to submit the artwork or photography for reproduction.</p> <p>Signature: REQUIRED _____ Date: _____</p> <p>Print name: _____</p>							<p>Gift wrap*</p> <p>Sub-total</p> <p>TAX (WA residents only)</p> <p>Shipping</p> <p>TOTAL</p>
*Giftwrap message: _____							



Send artwork and order to: Production Department
 The Write Connection
 PO Box 5486
 Whitefish, MT 59937

ORDER FORM

Artwork (LABEL CLEARLY)	Design it for me.	Leave it alone. It's perfect !	Name and age of artist(s) as it should appear on the item. You can add a second, optional line with more detailed info. (PRINT CLEARLY)	Item description (e.g., large notecards, small notepads)	Quantity	Price	Amount (Quantity x Price)	
<p>I certify that the artwork or photography I submit for reproduction in this order is original, and that I own all copyrights to the artwork or photography I submit. If this artwork or photography was created by another individual, I certify that the artwork or photography is original, that individual who created it or I own all copyrights to the artwork or photography, and that I have the authority to submit the artwork or photography for reproduction.</p> <p>Signature (REQUIRED): _____</p> <p>Print name: _____ Date: _____</p>							Gift wrap*	
							Sub-total	
							TAX (WA residents only)	
							Shipping	
							TOTAL	

*Gift wrap message: _____



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MAILING AND PRICING INFORMATION

PRICES:

Box Note Cards, large, 12 cards/ 12 envelopes per box.	\$ 26.00
Box Note Cards, small, 16 cards/ 16 envelopes per box.	\$ 26.00
Holiday greeting cards / bulk orders, large, 50 cards / 50 envelopes per box.	\$ 80.00
Holiday greeting cards / bulk orders, small, 50 cards / 50 envelopes per box.	\$ 70.00
Large note pads, 5.5" x 8.5", four pads, 50 sheets per pad.	\$ 16.50
Small note pads, 4.25" x 5.5", eight pads, 50 sheets per pad.	\$ 16.50
Game scoring pads. One custom image per 50-sheet pad	\$ 16.50
Gift wrap, per recipient	\$ 4.00

Shipping and handling

Standard ground shipping, US only, per item	\$ 5.00
Second day, overnight and International delivery	Custom quote

Gift emergency? Need express shipping? Contact us directly at (866)-335-1912 or (206)-501-4403. Rush charges may (or may not) apply.

SHIPPING AND PAYMENT INFORMATION

CUSTOMER INFORMATION:

Name _____

Address _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Telephone 2 _____

Fax _____

Email _____
(We will contact only if we have a question about your order.)

SHIP TO:

Same as Customer Name \ Address:

Name _____

Address _____

Address _____

City _____

State _____ Zip _____

Telephone _____
(For shipping purposes only.)

PAYMENT INFORMATION

Payment Method (do not send cash):

Circle one: Check | Money Order | Cashier's Check | Visa | Master Card | American Express | Discover

Card

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

number:

Expiration date (mm/dd/yy):

--	--	--

Name as it appears on Card: _____

Card Billing Address: _____

Same as Customer
Name / Address

Signature (REQUIRED): _____

Would you like to subscribe to our email newsletter? Yes No

Privacy policy: Unless you indicate you would like to subscribe to our newsletter, we will contact you only in regards to your order or account. We do not share your personal information, or your recipient's personal information, with third parties.
Security: Customer information is maintained on a secure computer that is not connected to the Internet or any network. We do not retain credit card information in digital format. Paper records are properly stored and locked. The records of inactive customers are shredded after one year.
The legal stuff: Free speech is a constitutional right. However, we can't and won't knowingly reproduce anything that violates any law, for example.