

# Postcard Order Form

**Print, Fill out, and  
 Fax To: (613) 562-9598**

## Client Details

COMPANY NAME		DOCKET No. (Ackray use)
ADDRESS		CONTACT NAME
		TELEPHONE ( )
CITY	FAX ( )	
STATE	ZIP	E-MAIL

## 1. CARD PRICING

	4.25 X 6 ...each	5.5 X 8.5 ...each
1,000	33¢	47¢
1,001 – 2,500	29¢	43¢
2,500 – 5,000	27¢	39¢
5,001 – 10,000	25¢	37¢
10,000 – 15,000	22¢	32¢

**Note: Referral postcards are available in 5.5 X 8.5 only. A set-up fee of \$50 applies to Ref001 and Ref002.**

## 2. WE CAN MAIL THE POSTCARDS FOR YOU OR SHIP THEM TO YOU

	Mail processing cost	Postage	About Shipping
	(If We do the Mailing for you)		
Up to 5,000	12¢	• Add <b>27 cents</b> postage per 4.25 X 6.0 postcard.	If you choose not to use our mailing service, the cost of shipping will be billed to you once your order has been mailed. We use UPS Ground plus 5% for handling.
5,001 – 10,000	11¢		
10,001 – 25,000	10¢	• Add <b>42 cents</b> postage per 5.5 X 8.5 postcard.	
Over 25,000	9¢		

## 3. PLACE YOUR ORDER

Product #	Quantity	Size/Format	Price Each	Mail processing*	Postage**	TOTALS
		<input type="checkbox"/> 5.5 x 8.8 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
		<input type="checkbox"/> 5.5 x 8.5 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
		<input type="checkbox"/> 5.5 x 8.5 Postcard <input type="checkbox"/> 4.25 X 6 Postcard				
* Add Mail Processing and Postage ONLY if Ackray does the mailing for you. Otherwise, we will ship cards to you by UPS ground, plus 5% handling (shipping will be added to your bill). Shipping is F.O.B. Ottawa, ON, Canada.				<b>Grand Total***</b> ***Ontario customers add GST and PST		
** Add only if Ackray does the mailing for you. If you pay by credit card, 5% will be added to your postage charge.						

## 4. PAYMENT INFORMATION

Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Check <input type="checkbox"/>	CARD #  NAME	EXPIRY DATE
Name and address where statement should be mailed to, if different from above:		

## IMPORTANT NOTES

**Logos, Text, and Mailing Data:** Please send your logo, text for the back of the cards (if needed), and customer mailing data (if we do the mailing for you) to [production@ackray.com](mailto:production@ackray.com).

Please send logos, text, and data in electronic format only (by email). For data, Excel spreadsheets are preferred.

**Proofing and Timing:** You will receive a proof of your order before it is printed. Orders will be shipped or mailed within 5–9 business days of signing off your proof.

**Cancellation:** If an order is cancelled after the proof is prepared, you will be billed for 50% of the order, excluding postage and shipping.

**NOTE:** One free proof per order is included in the price unless changes are the printer's error. Extra changes that require proofs are charged as Author Alterations at the rate of \$25 per proof. All content on the back of the postcards will appear in black ink only. You may request full color for an added charge of 12 cents per card.

## 5. SIGN OFF YOUR ORDER

_____ Signature	_____ Print name	_____ Date
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