

Imprinting Charges

- Our cards and envelopes can be personalized. Names or signatures may be imprinted on cards and return addresses on back of envelopes. All imprints are black ink.
- Please submit phone imprint orders during business hours. 8am-4:30pm CST.
- Sorry, boxed assorted collections of cards cannot be imprinted.

Imprint charges for Christmas cards and/or envelopes:

Cards: \$6 for 1st box of each single card design, \$1.00 each additional box.

Additional design selections require an additional \$6 charge.

Envelopes: \$6 for 1st box, \$1.00 each additional box.

Signature: \$5 in addition to regular imprint charges.

For Christmas card orders placed after Nov. 25th, please state a second choice.

Select items to be imprinted

- | | |
|---|------------------------------------|
| <input type="checkbox"/> GREETING CARDS | <input type="checkbox"/> ENVELOPE* |
| <input type="checkbox"/> NOTE CARDS | <input type="checkbox"/> ENVELOPE* |
| <input type="checkbox"/> HOLY CARDS | No Envelope |
| <input type="checkbox"/> PRAYER CARDS | No Envelope |
| <input type="checkbox"/> BOOKMARKS | No Envelope |

Imprinting of everyday cards:

Cards: \$7 for 1st 100 cards (or fewer) of each single card design. \$3.00 for each additional 100 or part thereof.

Envelopes: \$7 for 1st 100 envelopes (or fewer), \$3.00 for each additional 100.

Signature: \$5 in addition to regular imprint charges.

Notes, prayer cards, holy card, and bookmarks: \$7 for the first 100 (or fewer) and \$3.00 for each additional 100.

Imprinting Total (Enter this total on other side)

\$ _____
\$ _____
\$ _____
\$ _____

Personal Imprinting (Please type or print)

If Name is to be imprinted on **CARDS** please type or print information below:

Line 1:

Line 2:

Line 3:

Line 4:

If Name and address is to be imprinted on **ENVELOPES**:

Line 1:

Line 2:

Line 3:

Line 4:

Select typestyle for imprinting (Fonts are sized to fit the situation.)

- | | |
|--|--|
| <input type="checkbox"/> 1) Mr. & Mrs. John Smith | <input type="checkbox"/> 5) <i>Mr. & Mrs. John Smith</i> |
| <input type="checkbox"/> 2) <i>Mr. & Mrs. John Smith</i> | <input type="checkbox"/> 6) Mr. & Mrs. John Smith |
| <input type="checkbox"/> 3) <i>Mr. & Mrs. John Smith</i> | <input type="checkbox"/> 7) <i>Mr. & Mrs. John Smith</i> |
| <input type="checkbox"/> 4) Mr. & Mrs. John Smith | <input type="checkbox"/> 8) Mr. & Mrs. John Smith |

If **SIGNATURE** is to be imprinted, sign name in **BLACK** ink.

Ordering Information

Printery House Hours: 8am to 4:30pm Central time Monday through Friday. Calls are answered 24 hours a day Monday through Saturday. Please no orders on Sundays or Holy days.

Phone Orders: TOLL FREE (800) 322-2737

Fax Orders: TOLL FREE (888) 556-8262

Fax your order 24 hours a day, 7 days a week. Credit card orders or institutional purchase orders only, please.

Order On-line: www.printeryhouse.org

Fast, easy, safe, secure shopping on-line.

Order by E-mail: sales@printeryhouse.org

E-mail your orders anytime, 24 hours a day, 365 days a year.

Mail Orders: Use this order form and envelope for mail service. Payment may be made by check, money order or credit card. If using credit card, provide all card numbers and expiration date and sign your name. Do not send cash.

Gift Items: To send an item as a gift submit a separate order providing a "SHIP TO" address. Charges for each "SHIP TO" address are the same as a single order. See *Shipping Charges*.

Gift Certificate

Order a Printery House Gift Certificate.

Ensure that family and friends get exactly what they want. The certificates are available in increments of \$25, \$50, \$75 and \$100 and will be sent in a special envelope with a copy of our current catalog. When ordering specify item number GC25, GC50, GC75 or GC100. Do not add shipping/handling or tax when ordering gift certificates.



Duplicate Catalogs

Please send us ALL the labels of duplicate catalogs indicating which you prefer and we will eliminate the duplicates. Please pass your extra catalog on to a friend!

Shipping Charges

We normally ship orders UPS or FedEx which requires a street address. Use estimated shipping charges shown under *Calculating the Cost* (over). **Quantity discounts and international orders are charged actual shipping cost. Heavyweight/oversized items may require additional shipping charges. The amount appears in (parentheses) after the retail price and should be added to the standard shipping cost.**

Expedited Shipments

We can provide Next Day, or 2-Day domestic delivery on any telephone or fax order. Order will be shipped the next business day after receipt (except orders that have product to be imprinted...ask customer service representative for timeframe). **Heavyweight or oversized items are not eligible for expedited shipments. For expedited shipment service add the following charges to the estimated rate:**

UPS or FedEx 2-day delivery (Business Day) add \$13

UPS or FedEx next day delivery (Business Day) add \$22

UPS or FedEx cannot deliver to P.O. Boxes, A.P.O. addresses or outside the continental U.S. No Saturday or Sunday deliveries.

Privacy Statement

We respect your Privacy! Your E-Mail address will not be made available to other companies without your permission. However, we occasionally make our customer list available to other reputable mail order companies whose products may be of interest to you. If you do not wish to receive mailings from these companies please notify us and request that your name be excluded from these mailings.