

Phone: 800.533.3579

Fax: 717.699.0429



America's Lowest-Priced Printer

Plus Great Service • Great Quality

3627 Sandhurst Drive

York, PA 17406

Product Order Form

Company Name _____ Order Date _____ Sales Rep _____

Phone _____ Fax _____ E-mail Address _____

Contact Name (Authorized Company Official) _____ Cell Phone _____

Address _____ City _____ St. _____ Zip _____

Ship to (if different from above) _____

Please submit a separate Order Form for each product/group. This is Order Form Page 1 of _____

- Postcards
- Business Cards
- Rack Cards
- Brochures/Newsletters
- Booklets/Catalogs/Calendars*
- Other
- Pocket Folders
- Letterhead Package

Should extra art time be required, you will be notified.

Quantity _____ Flat Size _____ Folded Size _____ Electronic Art Files: Yes No

Stock _____ Color-Front _____ Color-Back _____ Other Files _____

Cost \$ _____ Proof _____ Describe Job _____


Mailing Service: No Yes Qty. to be Mailed _____ Mail Data Files provided via _____

Delivery Date Requested _____ Must Date (if time sensitive) _____ Rush Charge \$ _____

Mock-up Provided: Yes No. It is imperative that **ALL ORDERS** be accompanied by a print-out and/or a color proof, mocked up to show how your printed piece is to be backed-up, folded, perfed, paginated, etc. **WE ARE NOT RESPONSIBLE** for any misprints or mistakes (design, font changes, flaws, reflows, etc.) without a mock-up.

Art / File Submission: Your job files will be preflighted and you will receive either a PDF, Fax or Digital proof. Printing based on the exact contents of your file. We are not responsible for file content or errors. Should you desire, we will be happy to give you an estimate to thoroughly review your art and render suggestions and/or make corrections, where applicable. Please call for a price. One half hour of preflight is included in your price. (*Booklets, Catalogs, and Calendars are one half hour per page)

Gang Run Printing Cautions: Upon receipt of this order, you will receive an order acknowledgment form. You will also receive a "gang run printing acceptance form" (First order only), This form will be kept on file & applies to all future orders. Please review it thoroughly as it highlights the various terms and conditions for "Gang run" printing, including but not limited to color variance. **If you do not have this form, please call.**

All printing conforms to printing industry standards. We are members in good standing with the following organizations:    

Authorized Company Official _____ Date _____

(Unfortunately, we can not process your order without a signature.)

I have carefully read and agree to all terms, conditions and cautions as stated herein.

PAYMENT METHOD

I hereby authorize Beard Printing (Custom Postcards) to charge \$ _____ to my Visa MasterCard American Express Discover Other _____ My Account # _____ Exp. Date _____

Security Code: _____

Exact Name on Card _____ Signature of Cardholder _____

I authorize use of the credit card currently on file with Beard Printing (Custom Postcards) for this order.

Signature _____

Please use this info for all subsequent orders with Beard Printing (Custom Postcards). Signature herein applies as blanket authority for card use.

IMPORTANT: Above signature also authorizes Beard Printing (Custom Postcards) to charge any cost which is incurred (limited to this job only) such as extra or special shipping, extra artwork necessary, or additional time to correct or alter files or designs.

Check or Money Order for \$ _____ enclosed with this order.