



**CONCEPT TO PRINT, INC.**  
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# ORDER FORM

## Customer Information

Your Name \_\_\_\_\_ Company \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

### Item Order Information

Item Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Quantity \_\_\_\_\_ Size (if applicable) \_\_\_\_\_  
 Paper weight (if applicable) # \_\_\_\_\_ Fold to size (if applicable) \_\_\_\_ X \_\_\_\_\_

Printing Price \$ \_\_\_\_\_  
 Sales tax (AZ only) add **7.8%** of Printing Price \$ \_\_\_\_\_  
 Design Fee (first hour) \$ \_\_\_\_\_

TOTAL DUE WITH ORDER \$ \_\_\_\_\_

### Design/Set Up Fees

- **\$0** if this order is an exact repeat of a previous order. No changes at all!
- **\$25** if this is a repeat of previous order with minor text changes only. (new phone number, email, etc.)
- **\$35** set up if you are supplying all the completed artwork. Contact our office for exact specifications.
- **\$75** per hour if it's a new design or a repeat of a previous design with photo or logo changes.

Your CONCEPT Sales Representative: \_\_\_\_\_



### Payment Information (required)

- I have enclosed my check payable to: **Concept to Print, Inc.**  
 Bill my credit card the amount due:

Name on card (please print) \_\_\_\_\_

Address Verification (where your credit card statement is sent) \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date \_\_\_\_ / \_\_\_\_

Sign Here x \_\_\_\_\_

### SIGNATURE & TOTAL PAYMENT DUE WITH ORDER

**By placing this order, I have read and agree to all the Terms, Conditions & Specifications listed below.**

## TERMS, CONDITIONS & SPECIFICATIONS

Please read carefully before placing your order.

- 1. Payment Terms-**
  - A completed and signed order form along with full payment is required before we will start working on your order.
- 2. Design Fee -**
  - The first hour of design fee is billed on this order. All additional hours will be invoiced at \$75 per hour. All invoices are payable in 28 days. Customer will be responsible for all costs of collection.
  - TIP - If we are designing your job, you can keep your design fees lower if you send a neatly written mock up of how you would like your layout.
- 3. Submitting your own design -**
  - Please contact our office or visit our web site for file type, exact trim sizes and specifications prior to submitting digital files. Design fees are reduced only if your files are submitted EXACTLY to our specifications.
  - Your photos and artwork will print as you submitted. We do not color correct or enhance images unless instructed to do so in writing.
- 4. Proofs -**
  - For your convenience, we will post your design on our web site for you to review & proof. (See Color Variance below) A signed approval must be sent to Concept to Print before printing will begin.
- 5. Color Variance -**
  - We do not offer exact color matching. If your job is color critical please order a color proof. Color proofs are \$50 extra and add 2 to 3 weeks to the turn-around time.
  - If you produce your own color proof we cannot guarantee we will be able to match the colors since your proof is not calibrated to match our press.
  - Also keep in mind that most color monitors are often inaccurate.
- 6. Delivery Time -**
  - We pride ourselves on the high quality of our products. Quality takes time. Please leave as much time as possible for design and completion of your job. Your printed products will arrive approximately 3 weeks from the time you approve your proof in writing. Please respond to your proof quickly.

- 7. Compatibility with your printer -**
  - Our heavy paper stock may not be compatible with some laser or ink-jet printers and may need to be printed at a local print shop.
  - Our glossy coating is very slick and usually cannot be written on.
- 8. Errors -**
  - Concept to Print is NOT responsible for layout or typographical errors once we receive your approved proof. No credits will be given if the customer approved the error.
  - Claims for error credits must be submitted to Concept to Print in writing within 10 days of delivery.
  - Approved returns will be given house credit only.
  - Concept to Print's liability shall not exceed the price paid for the product.
  - If you cancel your order before it goes to print you agree to pay for the portion of your job which covers all design & prepress work.
- 9. Copyrighted Material -**
  - By submitting this order you certify that you are the legal owner of all images and artwork submitted to Concept to Print, and authorize Concept to Print, Inc to reproduce them.
  - Copying any design or product created by Concept to Print is a serious federal offense and can result in prosecution.
  - As provided by U.S. copyright law, Concept to Print reserves the right to place a small copyright notice on all products we create, design and/or print.
  - Concept to Print reserves the right to use any items designed and/or produced for self promotion purposes.
- 10. Other Terms & Conditions -**
  - Prices do not include photography.
  - Verbal statements by either party are not binding.
  - Prices shown in this catalog are subject to change without notice.
  - Prices include shipping anywhere within the United States by Ground carrier to one commercial location.
  - Overruns and underruns not to exceed 5% of quantity ordered shall constitute an acceptable delivery.
  - State, franchise and company regulations are your responsibility. Make sure your item meets all regulations before approving your proof.