



# BUSINESS CARD ORDER FORM

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Using Only **FSC Controlled Wood**

Made in the USA

Date \_\_\_\_\_

## SHIP TO ADDRESS:

Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## BILL TO ADDRESS: Same As Shipping Address

Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Quantity	Wood Specie(s)	Description / Order Notes	Amount
		Business Cards	
		Set up Fees	
		Premium Woods (\$0.10 per card)	
		2 Sided Printing (\$0.05 per card)	
		Bleed Artwork (\$0.10 per card)	
		Rounded Corners (\$0.05 per card)	
		Foil Printing (\$0.10 per card)	
		Die Cutting (\$0.20 per card)	
		Die Charge	
		<b>RUSH</b> (\$25.00) (2-3 bus. days)**	
		Discount -5%    -20%	
		<b>SUB TOTAL</b>	
		MICH. Res. Add 6% Sales Tax	
		Shipping & Handling (Special prices for Alaska and Hawaii)	
		<b>TOTAL DUE:</b>	

### BUSINESS CARD PRICING:

Number of Cards	Single Ink Color	Multiple Ink Colors
100	\$ 35.00	\$ 55.00
200	70.00	90.00
250	80.00	101.00
300	90.00	112.00
400	112.00	134.00
500	130.00	152.00
600	150.00	172.00
700	170.00	192.00
800	190.00	214.00
900	205.00	230.00
1000	230.00	257.00

**\*\*card prices are per person\*\***

### SET UP FEES: (per person)

**Re-Orders with *no changes*** ..... \$5  
**Artwork Provided** (printable, as-is) ..... \$15  
**New Order or Re-Orders *with changes***  
 (Has to set-up & proofed) ..... \$40  
 - This fee is per person/item  
 - This fee allows for up to 3 rounds of digital proofs,  
 beyond three proofs, each additional round is \$10  
 - For adjustments made to color, layout, color and text.  
 - *This item is non-refundable*

### SHIPPING & HANDLING:

Standard Ground Shipping by UPS. Other methods available on request. (FedEx, USPS, ect.)

(# of cards) **US**      **Overseas, Canada, Alaska & Hawaii**  
 100-400.....\$15.00      per quote  
 500-1500....\$19.00  
 1500-2000..\$25.00

### SPECIES AVAILABLE:

1. Ash, White
  2. Aspen \*
  3. Birch
  4. Cedar, Eastern Red \*
  5. Cedar, Western Red \*
  6. Cherry
  7. Hawaiian Koa \*
  8. Maple, Birdseye \*
  9. Maple, Curly \*
  10. Maple, Hard
  11. Oak
  12. Pine, Southern
  13. Poplar, Yellow
  14. Sassafras \*
  15. Walnut \*
- \* Premium Wood + \$0.10 per card

- Standard business card size is 3 1/2 x 2".
- Each card is handmade from two pieces of veneer bonded together to make a card twenty-five thousandths (.025") in thickness.
- We highly recommend our mixed species selection of a random 6 species per 100 cards at no additional cost.
- **All cards have the wood specie name printed on the back unless requested otherwise.**
- Send artwork (PDF, JPEG, TIFF, EPS, Photoshop, Illustrator or InDesign) via e-mail, or type/print a description of each card for us to set up.
- On artwork we set up for you, we will fax or e-mail a proof of the layout for your approval.
- Foil Printing and Screen Printing are available upon request. Special pricing does apply. Please inquire about a price quote.
- 5% discount available for Cards of Wood logo/information printed on backside, upon request.

### METHOD OF PAYMENT

Payment enclosed \$ \_\_\_\_\_       Master Card       VISA  
 American Express       Discover

Name on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_  
 Security Code \_\_\_\_\_      Month/Year of Exp. \_\_\_\_\_

**Please see backside for all Terms and Conditions**

**TURN AROUND TIME**

Items will ship within 7-10 business days, after proof approval. Depending on availability of wood specie requested.

**RUSH PRODUCTION**

\$25.00 for 2-3 business day turnaround, after proof approval. Not including shipping time. Expedited shipping available.

**SAMPLES ON WOOD**

One (1) digital sample of your artwork shown on (1) wood specie is available upon request. The first digital sample is complimentary, additional digital samples are \$10. A physical printed sample on wood, is available for \$20 (plus set-up fees and shipping).

**PAYMENT POLICY**

Payment required at time of order. We accept check, money order and credit card (Visa, Master Card, American Express and Discover).

**RETURNS POLICY**

If there are any problems with your order, the items must be returned to Cards of Wood for our review before we are able to refund or re-do the order. Orders will not be accepted for return after a period of 30 days from time of shipment. We will give special attention to any returned orders to be sure the problem is rectified in a fair and speedy manner.

**DISCLAIMER**

- Photos shown online, in our brochures, and physical samples that you receive are representative of the species only. Variation in color, figure and other natural characteristics including but not limited to thickness, translucency, texture, grain pattern, wood knots, amount of grain and color, including within the same specie, can occur. Wood veneer is a natural product and will always exhibit individual features and character marks.
- Printing on a dark wood, ie Walnut and Koa, may cause the printing not appear as legible as compared to a light colored wood specie.
- Ring-porous woods such as Ash, Oak, Sassafras and Walnut do not print as well due to open grain. Ring-porous woods are slightly thicker. With the varying density of grain in these woods, flexible areas within the veneer will occur naturally.

*Thank you for choosing Cards of Wood.*

*We are very happy to have your business and look forward to working with you.*