

# ORDER FORM

Please complete this form and fax back to NISA or use it as reference when calling or shopping on-line.

Phone: 800-422-8506 (8AM to 5PM PST)

FAX: 415-499-0592 (24 hours a day)

Mail: 2916 Las Gallinas Avenue San Rafael, CA. 94903

www.nisacards.com

Credit Card Billing Address		Ship to (only if different from billing address)	
Name:		Name:	
Company Name:		Company Name:	
Street Address:		Street Address:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Title/Dept:		Title/Dept:	
Phone Number: ( )		Phone Number: ( )	
E-Mail:		E-Mail:	

(shipping confirmations will be sent via email)

Pricing for non-Holiday cards.					
Quantity	40-90	100 - 240	250 - 490	500 - 990	1000+
<b>Standard</b> - with suggested inside greeting or greeting from page 23 or blank inside	\$1.65 ea	\$1.45 ea	\$1.25 ea	\$0.99 ea	\$0.89 ea
<b>Custom</b> - with custom inside greeting and/or closing including black & white Company Logos	\$2.25 ea	\$1.69 ea	\$1.55 ea	\$1.15 ea	\$0.99 ea
<b>Personalized Envelopes</b>	\$0.25 ea	\$0.17 ea	\$0.15 ea	\$0.12 ea	\$0.09 ea
<b>Ground Shipping &amp; Handling</b>	\$9.95	\$14.95	\$21.95	\$28.95	\$38.95

Cards sold in multiples of 10 cards. Non-personalized envelope included with each card. Minimum total order of 40 cards. You can combine card designs to reach quantity discounts. Price based on final total quantity of all cards ordered.

Order						
Card Number	Greeting*	Blank	Custom	Quantity	Unit Price	Total Price
<b>Personalized Envelopes</b>	-----	-----	-----			

\*Greeting - Check if you want to use suggested inside greetings or enter the greeting number.  
 Blank, non-personalized envelopes included with each card.  
 See back of order form for customizing details.

Subtotal	
CA Residents add 9.50% Tax	
Shipping & Handling	
<b>Total</b>	

## Payment

VISA   
  MASTERCARD   
  AMERICAN EXPRESS   
  CHECK (payable to NISA)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Order Date: \_\_\_\_\_

Visa or Mastercard Security Code: \_\_\_\_\_  
 (3 digit, located back of card on signature panel after card number)

# Customization Options:

## Custom Inside Greeting:

Customize the inside greeting with your specific message.  
Printed on top half section of the inside of each card.  
All lines centered. All lines printed in black ink.  
4 lines of customization available.

## Custom Closing:

Print your company name/logo and contact information.  
All lines centered. All lines printed in black ink.  
4 lines of customization available.

## Personalized Colored Envelopes:

Print your return address here.  
All lines centered. All lines printed in black ink.  
4 lines of customization available.

### Custom Inside Greeting:

Custom inside greeting for Card # \_\_\_\_\_:

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

### Custom Closing: (ex. Company name or Logo)

- Print custom closing on all cards  
 Print custom closing on card #(s) \_\_\_\_\_

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

### Art work for Logos:

Provide original .EPS files. All fonts must be included or be converted to path/outline.

We DO NOT accept logos taken from Word Processors (Microsoft Word). We DO NOT accept JPG files saved as EPS.

For more information contact 800-422-8506 or sales@nisacards.com

### Personalized Envelopes:

Return address to be printed on all envelopes:

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

Customizations will be printed exactly as you have noted here. Please check for spelling and grammar.

**Customized cards can not be returned for credit or exchange.**

NISA does not recommend printing any additional content using a standard laser or ink jet printer on customized cards, this may cause the existing content to streak or bleed.

Custom cards are designed to be hand written.

## POSTCARD options

All non-holiday greeting cards can be converted to postcards

Size - 4" X 6"

Postcard front- **Color** - choose any of our images and messages or provide your own message

Postcard back - **Color** - Choose any of our messages or provide your own, including; pictures, company logos, contact info...

Proof - Our art department will create a layout based on your content and send it for your approval

Turnaround - postcards will be ready to ship 10-12 business days after your approval of the final proofs

How to order - contact us at 800.422.8506 or sales@nisacards.com Monday-Friday 8AM-5PM PST

Postcard Quantity	250	500	1000	2500	5000
Unit Price	\$0.79	\$0.65	\$0.49	\$0.39	\$0.29