

**Full Color
Promotion
Printing**

ClarkCards

PO Box 1155
504 19th Ave SW Ste 1, Willmar, MN 56201
Phone 800-227-3658 Fax 320-231-1472
orders@clarkcards.com

**Order Form
&
Design Guide**

Ordered By/Send Proof To:

Phone: _____
E-mail: _____

Ship To: (Must have street address)

| Quantity | Description, Size or Special Service (List each Special Service as an individual item) | Price |
|----------|--|-------|
| | | |
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| | | |
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| | | |

Picture Provided

Transparency Slide Glossy Photograph
 Disk: Program _____ Version _____

(All material will be returned with proofs)

Card Design

Type copy on a separate sheet and a sketch of layout on the Card Design Worksheet on reverse side of this form.

Other Product Design

Provide typed copy and a rough layout of the product ordered.
Electronic files - call or see: www.clarkcards.com
File upload name: _____
Program _____ Version _____

Time Schedule

Production times are approximate, we do not guarantee ship dates.
Color and Copy Proofs shipped in 3-4 days by UPS 2nd Day.
Proofs can be expedited by shipping UPS Next Day
 Rush Proof - Extra Charges Apply

Terms

Payment due with order. Make checks or money orders payable to ClarkCards. Visa, MasterCard, Discover or AMEX

Name on Credit Card: _____

Credit Card # _____ Exp Date _____

Verification Code: _____

Industry standards allow for a 10% over or under run.

Shipping & Handling Charges

Prices do not include shipping

We ship UPS Ground unless you specify otherwise.

Next Day 2nd Day 3 Day

Order Summary

| | |
|---|----------|
| Printing | \$ _____ |
| Special Services | \$ _____ |
| Special Services | \$ _____ |
| Special Services | \$ _____ |
| FedEx Proof | \$ _____ |
| Shipping & Hdlg. | \$ _____ |
| (Call 800-227-3658 for shipping charges) | |
| <i>Total Order</i> | \$ _____ |

Upon the receipt of your order, we will send an invoice showing all charges and showing the receipt of your payment. If any extra charges are incurred the balance is due upon receipt of the invoice. Order will not be shipped until paid.

I certify that I have reproduction rights to the enclosed image(s) and authorize Clark Cards to reproduce the image(s) as ordered.

Signature _____ **Date** _____
(Card Design Worksheet on Reverse Side)