



Order Form

Phone: 1-877-273-7278 (Toronto Area: 905-828-7399)

gfxpostcards.com

Mailing Address: 3163 Winston Churchill Blvd., Box 26042, Mississauga, Ontario, CA L5L 5W7

Date:

- New Order Reprint
- Reprint with Changes

What are you submitting:

- Please include a proof or hand drawn composite*
- Disk/CD
 - Slide/Transparency
 - Photograph
 - Prefer to upload or e-mail

Billing Information

Name on Credit Card: _____
 Company: _____
 Address: _____
 Address Continued: _____
 Country: _____ Postal/Zip Code: _____
 Day Phone: _____ Phone #2: _____
 E-Mail: _____

Shipping Information (If different from Billing, No P.O. Boxes)

Name: _____
 Company: _____
 Address: _____
 Address Continued: _____
 Country: _____ Postal/Zip Code: _____
 Day Phone: _____ Phone #2: _____
 E-Mail: _____

What are you ordering:

All discounts or specials are for online orders only.

Quantity: _____

Postcards

_____ (size)

Business Cards

Business Cards Single: ___ Folded ___

Bookmarks

_____ (size)

Flyers/Brochures

_____ (size) _____ (folds)

Perf Cards

_____ (size)

CD Inserts

_____ (size)

Back Printing

Other or Options

_____ (describe)

Have you received an estimate? Date: _____

Direct Mail, Discounts, WebCards & Design-it-Yourself Postcards can only be ordered through our web site at www.gfxpostcards.com.

Front Options

- Headline (\$)
- Border (\$)
_____ (color)
- Logo (\$)
B&W: ___ Color: _____
- Scans: How Many _____
- Custom Layout/Design (\$)
- Other _____ (describe)

Back Options

- Typesetting (for postcards, free 50 words)
- Border (\$)
_____ (color)
- Logo (\$)
B&W: ___ Color: _____
- Scans: How Many _____
- Custom Layout/Design (\$)
- Other _____ (describe)

The fee-based options are only if GFX is preparing your artwork, not if you are submitting print-ready digital files. For example, if your files already have a logo included, it is not considered an additional fee. Please refer to our site's "Options & Addons" for prices.

See gfxinc.com/specs.html for preparing artwork. Current prices are listed on our site.

General Information

Paper:

- Minimum 13pt Coated-2-Sides (C2S) for all card products.
- 80lb Gloss for flyers and brochures.

Coating:

- Aqueous coating included on one side for all card products.
- Varnish is additional for Flyers/Brochures.

Turnaround Time:

- 3 business days based on Friday-to-Wednesday for all card products.
- 48-72 hours for flyers and brochures.
- Turnaround time not guaranteed if excessive changes are made, artwork has not been submitted correctly, or other unforeseen circumstances beyond our control, including holidays.

Shipping:

- UPS Ground is 1-5 business days for Canada and the Continental United States. Overnight for the Toronto area.
- Expedited shipping available. Price based on weight and location.

Rush Printing on Card Products:

- Expedited printing only available on Fridays after 5:00 p.m. Eastern Time, Saturdays and Sundays @ Noon Eastern Time for US\$125 (\$175 Canadian) per order and completed in 3 business days.

Payment. You are billed in Canadian Dollars.

- Visa
- MasterCard
- American Express

Card #: _____

Expiry Date: _____ CV Code: _____

Signature: _____

Product Price:	\$ _____
Rush Printing:	\$ _____
Options:	\$ _____
Subtotal:	\$ _____
G.S.T./H.S.T. (Canada Only):	\$ _____
P.S.T. (Ontario Only):	\$ _____
Shipping Estimate:	\$ _____
TOTAL DUE:	\$ _____

Total due may vary if materials provided do not match order. See terms and conditions.

GFX Pricing

For current pricing on all of our printing products, please refer to our web site at

www.gfxinc.com/prices.html

To receive an estimate/quote, please use our online estimating form at

www.gfxinc.com/estimating.html

Terms and Conditions

1. Estimates/Quotations

Estimates provided by GFX are valid for 30 (thirty) days. GFX reserves the right to refuse orders beyond this time period, or if the estimate failed to cover all expenses not originally expressed in the estimate supplied.

2. Hard Copy Materials (slides, etc.)

All materials provided to GFX will be handled carefully. We do not assume responsibility for loss or damage of any materials either in transit to or from GFX. **Do not send originals.** Materials are returned with the order. We archive digital files up to one year.

3. Artwork Reproduction

All card products are gang printed on offset presses. This means that there are numerous images on the same sheet. We attempt to match artwork as closely as possible, but due to the limitations of gang printing, we do not guarantee a color match. There will be times when colors shift between 5% - 15%.

When sending digital files electronically, you are responsible for following our guidelines at gfxinc.com/specs.html. We preview all incoming files and attempt to find potential problems, but assume no responsibility should your job be printed incorrectly. We presume that the files you send are the files you want printed.

Flyers and brochures are printed individually and not gang printed with other customers.

4. Proofs

If submitting your own artwork in print-ready format, we do not provide proofs. We ask that you supply low resolution JPEGs (not PDFs) of your own artwork, which act as proofs to GFX. If there is any variation between the low resolution proofs and the print-ready files, we will notify you prior to printing of what changes need to be made. We will not print your files or charge you until we have contacted you.

If GFX is preparing the artwork on your behalf, we will supply a proof by e-mail. All corrections must be supplied in writing, by e-mail to your GFX customer service representative. Further revisions beyond the first proof and one revision to the layout is an additional charge.

5. Electronic Submissions

If sending your files in print-ready format either through our FTP server or by e-mail, there is no additional charge to send the first set of files. If you need to send another set of files, or if corrections need to be made, there is no additional charge for the second set of files. After these two electronic submissions, there is an additional charge. GFX is not responsible for proofreading or spell checking your submitted files.

All files sent electronically need to be compressed using WinZip for Windows or DropStuff for Mac. If they are not compressed, printing is at your own risk.

6. Cancellation Policy

If we receive your cancellation request in writing by Friday before 5:00 p.m. Eastern Time of the same week you placed your order, we will honor your request and there is no charge at this stage of pre-production. Once your order is in production, it cannot be cancelled. Rush printing orders cannot be cancelled. In the case that GFX is preparing your artwork, a charge will be assessed based on the work completed at the rate of US\$45 per hour (minimum charge) plus any scans already completed.

7. Guarantee

If the files we print do not match the files you sent us, we will reprint it at no charge. Exceptions include RGB or Pantones to CMYK conversions, PDF files supplied as final artwork, or files with embedded profiles, or slight trimming imperfections. We do not guarantee a color match. If the files we print match the files you sent us that fall within the 5% - 15% color shift due to gang printing, the cost of reprinting them is borne by you.

Any claim a reprint must be supplied in writing within ten (10) business days of receipt of order. We do not provide refunds.

Our turnaround time is not guaranteed unless in writing by a GFX representative.

In no case is GFX liable for loss of business or implied damages.

8. Ownership

You certify that you own the rights to use the image(s) being reproduced by GFX. All materials and artwork created directly by GFX, including scans, typesetting, layouts, etc. are the property of GFX. We reserve the right to send samples to potential new customers of your printing unless otherwise notified in writing. We will not use your images in any national or international advertising without your prior written consent.

9. Shipping

We use Ground Shipping for all orders unless notified at time the order is placed that Expedited is preferred. Delivery times are estimated based on the information provided to GFX by the carrier and in no way is GFX responsible for delays in arrival time. GFX will provide you with a tracking number upon request and it is your responsibility to track your package and notify us of any potential problems caused by the carrier. Importing fees, charged directly by the carrier may apply. There are not customs' fees or taxes for American customers.

10. Payment

All orders are prepaid. A paper invoice accompanies all orders. You are billed in Canadian dollars and the exchange rate is established by your financial institution, not GFX.

11. Prices

For current pricing information, see www.gfxinc.com/prices.html. Prices are subject to change without notice.