BUSINESS CARD / POST CARD ORDER FORM

Communication is the backbone of a satisfactory business relationship.
We have made this form in order for you to communicate what you have in mind for your new cards.

Step 1: Please draw a sketch of the front and back if applicable of your card on this form. Include all information that is to go on the card exactly as you would like it to be printed. Please include the name(s) of your font(s) to the text.
Note if font names are not provided or you don't know the name we will pick/ replace the font with a similar or closest possible match.
Step 2: FAX this form to AAA Enterprises at 719-591-8574. NOTE: We have provided a color chart button on our WS if needed.

Step 3: EMAIL your CAMERA READY artwork and your professionally taken photo(s) to myart.files@gmail.com.
(Note: We have most of the industries franchise logos. If you are an independent, please send your logo to us via EMAIL)
Upon receipt, AAA ENTERPRISES will send you a request for payment from our CC Merchant account via EMAIL.
When payment is confirmed, AAA Enterprises will then proceed to design/layout your card. Note: Non-Payment WILL delay your order.
You will receive your First Draft Proof in a Snapshot file via EMAIL. This is your opportunity to request changes to the layout and to proofread all typing. REMEMBER, this is a custom designed card & all text is retyped. Send changes/ corrections back to us via EMAIL. You will receive your Final Proof with instructions how to approve & submit job Go To PRINT.
Our standard turnaround period is 8-10 work days after we receive your final approval & before 9AM MST.
Note: One hour artwork time is included in our price. Customer understands any request to change the design/layout after receiving the FINAL PROOF incurs an additional labor charge of $40.00/hour. Any corrections due to typing errors are done at no additional charge. PLEASE CAREFULLY CHECK ALL SPELLING AND PHONE NUMBERS BEFORE APPROVING YOUR PROOF!
AAA will not be responsible for errors after customers' final approval and job has gone to print.

Quantity ? 250 ☐ 500 ☐ 1000 ☐ 2000 ☐ 5000 ☐ 10,000 ☐ **Price Quoted $_____ Other amount_____**
Rush services are available at additional cost.

Numbered List of important notes for your card.
(Use this as a punch list for our artists to make sure they get everything as close to what you have in mind as possible.)

Signature Required:

X

Front of your card.

Back of your card.

NOTE: This form is Client's order confirmation to AAA Enterprises to proceed and create a first draft proof of the Client's business card / post card as per the above instructions. In the event the Client does not want to go forward with this order after the first draft proof has been provided to Client, Client agrees to pay AAA Enterprises at least one hour labor charge fee of $40.00. Note: All art files created by AAA Enterprises to produce clients order are the property of AAA Enterprises. Revised 6-18-08

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