

NIH/NOAA Recreation & Welfare Association — CUSTOM BUSINESS CARD — ORDER FORM

Building 31 - Room B1W30 • 31 Center Drive MSC 2062
Bethesda, MD 20892-2062 • (301) 496-4600

Date: _____
Clerk: _____

STANDARD INK COLORS: Black, Medium Blue, Red, Green, Gold Color (NOT FOIL). Note: All ink is raised.
ONLY CARD STOCK AVAILABLE IS BRIGHT WHITE 100 LB. BRISTOL.

BASIC CARD PRICES

PRICE BASED ON TOTAL NUMBER OF INK COLORS ON CARD

Economy Card - All Text Only - NO logos, seals or pictures	500 @ \$23.00 _____
Printed in ONE of our five standard colors of ink	1000 @ \$43.00 _____
1 or 2-Color Card - Any 1 or 2 of the above ink colors - includes 1 logo	500 @ \$30.00 _____
	1000 @ \$50.00 _____
3-Color Card - Any 3 of the above ink colors - includes 1 logo	500 @ \$38.00 _____
	1000 @ \$58.00 _____
4-Color Card - Any 4 of the above ink colors - includes 1 logo	500 @ \$46.00 _____
	1000 @ \$66.00 _____
5 or More Colors or Full Color Card - includes 1 logo	500 @ \$63.00 _____
	1000 @ \$83.00 _____

ADDITIONAL CHARGES

Six lines of text are allowed - Each line over six is charged at \$1.00 per line	@ \$1.00 per = _____
One ink color of text allowed - Each line in different ink color is charged at \$5.00 per line	@ \$5.00 per = _____
Special Mainline Typestyle #15-#41 or more than one mainline typestyle per order	@ \$2.00 per = _____
Each additional logo printed on card	
1-color @ \$2.00 2-color @ \$4.00 3-color @ \$8.00 4 or more colors @ \$16.00.....	@ \$ _____
New logo \$15.00 per each color in the logo. (You must provide camera ready, color separated artwork).....	@ \$15.00 per = _____
Special ink colors are available at \$8.00 per each color	@ \$8.00 per = _____
Black Plastic Card Case	@ 50¢ per = _____
Vertical Layouts, Complex Layouts and/or Detailed Instructions	REQUEST QUOTE

NOTE: Because of the speed at which orders are processed, we cannot guarantee cancellations or changes to an order once it has been sent.

SubTotal \$ _____

Cards shipped to PA Address (6% Sales Tax) \$ _____

Total Price \$ _____

ADDITIONAL INSTRUCTIONS

Local Telephone # : _____

**TYPE ALL COPY
DOUBLE CHECK EVERYTHING**

Are Your Instructions Clear?

Because of the speed at which orders are processed, we cannot guarantee cancellations or changes to an order once it has been sent.

If you submit handwritten or handprinted copy and/or do not enlarge previous business cards 200% and there are errors on your business card order, you will have to pay 90% of the original cost of the order to have them reprinted.

All Claims Must Be Made
Within 30 Days of Shipping Date

X _____

Customer Signature
Must Be Signed For Order To Be Processed

Please use your computer and printer (or typewriter) to print your layout on a separate sheet of paper. Be sure to allow 1" margin around all sides for faxing.

You may include a previous business card (MUST BE ENLARGED 200% for faxing) FOR LAYOUT STYLE but you still must **TYPE** the changes. **Handwritten or handprinted orders are NOT ACCEPTED.**

Please indicate mainline and logo position on layout.

IF COPY DOES NOT FIT YOUR LAYOUT MAY WE ALTER? YES NO

Please type all copy. We will not be responsible for handwritten orders.

Indicate the Style No. for the main line (usually your name) on your card in the space provided below.
Type styles on the reverse side are for Main Line only. The balance of the card will be set in Helvetica type. Indicate MAIN LINE with an arrow or check mark.

Logo or Seal Description _____

Ink Color of Logo or Seal _____ Ink Color of Text _____

Type Style No. for Main Line (See other page) _____

Mainline Typestyles

Please be sure that you specify what is your Main Line of copy and in which main Line number you wish it to be. THE BALANCE OF THE CARD NORMALLY WILL BE SET IN HELVETICA TYPESTYLE.

1. DR. HOWARD K. KERR
2. MISS JOANNE C. WOHLBROK
3. *BLAIR COUNTY AIRPORT*
4. *Jonathon P. Applegate*
5. HOOVER MARINE SALES
6. Clover Creek Lumber & Supply
7. **METZLERS AUTO SERVICE**
8. **Martinsburg Trailer Service**
9. CURRYVILLE WATER COMPANY
10. Hollidaysburg Model Club
11. **LARRY'S LANDSCAPING**
12. **Smith Repair Company**
13. MILLER AUTO CO.
14. Baron T. Moore

Special Type Styles

#15-41 (Additional \$2.00 per line)

15. **FEATHER PETROLEUM, INC.**
16. Homewood Church Homes, Inc.
17. **LEIDY'S ELECTRIC STORE**
18. **Small World Air Service**
19. ALMA'S KNIT SHOP
20. Leidy's Greenhouse & Flower Shoppe
21. JOHN F. SMITHTON
22. Ron Hazensttab
23. *PAUL T. JOHNSTON*
24. *Barbara W. Zeek*
25. **Robert B. Connolly**
26. Robert B. Connolly
27. **BARRY LAWN SERVICE**
28. JONES CONSTRUCTION
29. HOOVER BLACKSMITH
30. Furry's Lime Quarry
31. *Smith Transportation Company*
32. *RITCHEY & RITCHEY, INC.*
33. *"Flowers Forever"*
34. Lutheran Social Services
36. *Surplus Enterprises*
41. Elizabeth R. Wilson

**PLEASE
READ
ALL
INFORMATION
AND POLICIES
ON ORDER
FORM**

**PLEASE
TYPE
ALL
COPY**

**All
Typestyles
Are In
Sizes
Shown
Only**

SOME TIPS FOR ORDERING

1. If you have a complex layout and/or detailed instructions please fax it to us for a quote.
2. If you desire a logo that we do not have in stock, see our website for instructions on submitting artwork.
3. Typestyles shown at left are actual size and are for Main Line (usually your name) only. Please note that the Main Line will be produced on the card in all upper case letters or upper and lower case letters as shown on the style sheet no matter how it is typed on the order form. We will, however, accommodate persons with special lettering, spacing or foreign characters in their names, such as "McDonald or McDONALD" or "Adelée or Peña" as long as it is typed exactly as you want it to appear. Please also include a note.
4. The balance (body) of the card normally will be set in Helvetica (Arial) typestyle in a size deemed appropriate by the typesetter for the amount of text. It will be set in all upper case letters or upper and lower case letters depending on which way you have typed it on the order form. If you have checked the box that allows us to alter the layout, upper case text may be changed to upper and lower case text in cases where there are space problems or the mainline style chosen is smaller in appearance compared to all upper case body type. Foreign characters (ü, é, ã, etc.) are available in body type. Please type them in the layout area as they are to appear and also include a note.

PLEASE TYPE ALL COPY

5. We are not responsible for errors on orders submitted with handwritten or handprinted copy. In the case of two layouts (one typed and one handwritten) submitted, only the typed copy will be used. The two layouts will **not** be compared for differences in copy.
6. If we have produced a typewritten order incorrectly due to our error, we will be happy to re-run it at no charge to the customer, but if the customer is making changes other than the error, he/she will be charged 50% of the normal order price. If we have produced the order incorrectly because of faulty instructions or wrong copy from the customer, we will re-run the order at 90% of the normal order cost.
7. All claims must be made within 30 days of shipping date.
8. If you are faxing an order to us please allow at least a 1/2" margin on all sides of all sheets faxed.
9. **PROOFS - \$5.00.** Proof charge includes one (1) additional proof. If additional proofs are requested there will be a charge of \$5.00 per proof. Order must be placed and payment information provided before a proof will be sent. We hold orders for proof approval up to 15 working days. After that time, the order is cancelled and a cancellation fee (in addition to proof charge) is applied. See below for cancellation fee. Note: the colors shown on computer monitors and printers can vary widely and may not match the final printed product.
10. **CANCELLATION FEE - \$7.50.** This fee is applied if the order is cancelled **BEFORE** the order reaches the press. Orders cannot be cancelled once they reach the press - they are invoiced at full price.
11. **CHANGES TO AN ORDER ALREADY SUBMITTED- \$5.00.** Change requests must be received before orders reach the press. Changes or cancellations cannot be made once orders reach the press - they are invoiced at full price.
12. **RUSH SERVICE - \$5.00.** Applies any time quicker than normal turnaround time is requested. You must call to check our production schedule to see if we can meet your needs. We ship from Pennsylvania so to further expedite your order you may want to consider special shipping such as UPS Next Day Air or UPS 2nd Day Air. Please call for shipping costs for those services.
13. Payment is required when order is placed.

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