



a division of
The American Stationery Collection
100 N. Park Avenue
Peru, IN 46970
Phone 1-800-277-5458
Fax: 1-800-329-1669
www.inkwelldealer.com

Inkwell Look Books Order Info.

Ordering Information:

- 1) Your Account Name, Account Number, Address & Phone, Purchase Order Number (or Customer Name), our Item Number, and Quantity must appear on all orders.
- 2) Clearly PRINT or TYPE all of your copy, and underline all letters to be capitalized. Please print each line EXACTLY as you want it to appear. We are not responsible for poorly written orders.
- 3) Do not use dashes, commas, periods or other markings unless you want them to appear on your order. Please call to our attention any unusual spelling, punctuation or spacing, e.g., — Is it "MacLean" or "Mac Lean"? — Is it "JoAnne," "Jo Anne," or "Joanne"?
- 4) If a card or invitation requires a monogram, we will print the initials in the order that you submit. As a reminder, the last name is the larger initial in the middle, with the first initial on the left and the middle initial on the right. If it is for a couple, the male's initial is on the left and the female is on the right.
- 5) Prices for all the products are shown on the Price Pages.
- 6) The base price includes your personalization of the product, formatted as shown, with plain envelopes, if applicable.
- 7) Please choose an ink color. If no ink color choice is made on your order form, we will print in the ink color shown on the sample you are ordering from.
- 8) All positioning is at the discretion of our typesetters and press operators. We try to follow our sample as closely as we can, unless you specify otherwise. If you have particular needs, please specify exactly what you want. Some changes of formatting will require additional fees. We will notify you before processing your order of any special fees.
- 9) Once we receive your order, WE ARE NOT RESPONSIBLE FOR ANY CANCELLATIONS, DUPLICATIONS, CHANGES or ADDITIONS! Any alterations or cancellations, if possible will incur extra charges along with any other costs incurred up to that point in production.

Shipping and Turnaround Time:

All orders are shipped via Ground Service unless you specify otherwise. We have flat-rate shipping via 2-day air or overnight. Please see "Shipping Information" for more details. (Note: PO. boxes are shipped by US Mail). We try our best to ship all orders within 3-5 business days of receipt of your completed order form or proof approval, whichever is applicable. Orders received after 11:00 a.m. ET are placed into the next business day's queue.

Rush Charges:

For an extra charge of \$20 net, we can rush your order through our plant within 24 business hours. Orders or proof approvals received after 11:00 AM ET with RUSH requests will print the next business day. Please Note: RUSH only applies to order production; not proofing time. Orders will be shipped via Ground Service, unless you request a shipping upgrade.

Drop Shipments:

We are happy to send an order directly to your customer. An additional charge of \$4 net, will apply. Please indicate "DROP SHIP to Customer" on your order, and provide the ship-to address.

Ink Colors:

For no extra charge, you may Change Ink Color from what is shown on the sample (refer to our ink color chart). If you do not indicate an ink color preference, we will print in the color shown on the sample of the card you are ordering.

Envelope Imprinting:

Envelopes are available with up to 3 lines of personalization. All envelopes are white and personalized in black ink.



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Additional Envelopes:

Additional envelopes are available in increments of 25. Blank envelopes are \$10 per 25.

Blank Stock:

All products are available blank. Please indicate "Blank — No Personalization" on your order. There is no price break for non-printed items as the art still needs to be printed. Our printed stock is not recommended for use in laser printers.

Special Formatting & Printing:

All positioning is at the discretion of our typesetters and press operators. We try to follow our sample as closely as we can, unless you specify otherwise. If you have particular needs, please specify exactly what you want. Printing on the inside of a folded note or on the back of an invitation will incur a \$55 net, special printing charge per item.

Proofs:

A proof of your order may be emailed to an Inkwell dealer for an additional charge of \$15 net. Additional proofs will be billed at \$5 net each. The proof email will contain information for completing your order. Proof approvals received after 11:00 a.m. ET will be placed into the next day's queue. Orders cancelled after we provide a proof will be charged \$6 net per line plus \$15 net for the proof. We try our best to email all proofs within 24 hours of receipt of completed order forms.

Logos and Artwork:

We can often print a logo or other artwork if we are supplied with clear, clean and crisp ("camera-ready") art. We will reduce or enlarge your artwork accordingly. We cannot accept photocopies or artwork sent via fax. We can accept digital files, but many will still require extra charges to be print-ready. The minimum charge for artwork is \$40 net, and requires a proof and subsequent proof charges. We will contact you only if the charge exceeds \$40. If we provide a quote over the phone before receiving your art and your order, we reserve the right to revise the fee upon review of your submitted artwork.

Photos:

For products that require a photo, please refer to www.inkwelldealer.com and click the green "upload photo" button on the home page. From there, you will be asked a few simple questions and follow a few simple steps to upload your customer's photo to us. Please make sure that your photo is a minimum of 1200 pixels (in either direction) in order to have the best quality reproduction. We cannot guarantee quality if submitted photo is below standards. We are not responsible for product delays due to poor quality or incorrectly sized photos. We currently do not offer "photo altering" service, including converting images to different color hues (black/white, sepia, etc).

All photos MUST be submitted through our photo upload service. Emailed photos will not be accepted. Completed orders and photos must be submitted together.

Order Forms:

Please go to www.inkwelldealer.com for easy access to download and print more order forms.



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Inkwell Look Books Price Chart

Price Code	Description	24	48	72	96	Addl. 24
H	Fold Note Ensembles	\$38.00	\$75.00	\$105.00	\$125.00	\$16.00
J	4.25 x 5.5 Magnet	\$66.00	\$124.00	\$168.00	\$214.00	\$44.00
I	Flat Return Address for Magnets and Ensembles	\$19.00	\$34.00	\$48.00	\$60.00	\$11.00

Price Code	Description	20	30	40	50	60	70	80	90	100	Addl. 10
K	4.25 x 5.5 Flat Card	\$24.00	\$36.00	\$47.00	\$57.00	\$66.00	\$73.00	\$80.00	\$85.00	\$90.00	\$5.00
L	5 x 7 Flat Card	\$26.00	\$40.00	\$53.00	\$65.00	\$75.00	\$84.00	\$92.00	\$99.00	\$105.00	\$6.00
M	5.75 x 8.75 Invite	\$36.00	\$54.00	\$72.00	\$87.00	\$102.00	\$115.00	\$128.00	\$140.00	\$150.00	\$14.00
N	5.5 x 8.25 Fold Note	\$32.00	\$48.00	\$64.00	\$77.00	\$90.00	\$102.00	\$114.00	\$124.00	\$130.00	\$8.00
O	Return Address Flat	\$16.00	\$24.00	\$32.00	\$35.00	\$42.00	\$49.00	\$56.00	\$58.00	\$60.00	\$5.00

Price Code	Description	Qty 50	Addl. 50
Q	Calling Cards	\$50.00	\$40.00
		Qty 4	Addl. 4
R	Luggage Tags	\$28.00	\$25.00
		Qty 16	Addl. 8
S	Wine Tags	\$36.00	\$16.00
		Qty 48	Addl. 24
T	Stickers - 2.5" Circles	\$28.00	\$8.00
		Qty 120	Addl. 60
U	Address Label - 2.625 x 1 Rectangle	\$24.00	\$8.00
		Qty 48	Addl. 24
V	Stickers - 2.75 x 2 Rectangle	\$28.00	\$8.00
		Qty 40	Addl. 20
W	Stickers - 2 x 4 Rectangle	\$32.00	\$8.00



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Our Special Shipping Rates

We try to ship all orders within 3-5 business days of receipt of completed order form or proof approval, whichever is applicable.

Submit up to 9 items at once and have them shipped together - for one low price!

Flat Rate Ground Shipping \$5.00 (labels and stickers only)

Flat Rate Ground Shipping \$8.95 (all other products)

3-Day Air Flat Rate \$13.95

Guaranteed third day afternoon delivery after shipment (Monday-Friday)

2-Day Air Flat Rate \$18.95

Guaranteed evening delivery within 2 business days after shipment (Monday-Friday)

Next Day Air Flat Rate \$28.95

Guaranteed next day afternoon delivery after shipment (Monday-Friday)

All orders are shipped from Peru, Indiana.
Some orders to rural areas may take extra days for delivery.
Neither Inkwell nor the carriers are responsible for weather-related delays.
Please note that no signature is required for Ground Service.
We are not responsible when a carrier delivers a package by leaving it at the front door,
and the recipient claims not to have received the package.

All offers are subject to change without notice.