



T: 604.304.6246 F: 604.288.8788 Toll Free: 1.866.404.6246
211-8680 Cambie Road, Richmond, B.C. V6X 4K1

Order #:	PO #:
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY	

ORDER FORM

Business Name :	DATE :
Contact Name :	Phone : Fax :
Billing Address :	
Shipping Address:	

ORDER DETAILS (PLEASE WRITE DOWN ITEMS YOU WISH TO PURCHASE WITH PRODUCT COLOR, UNIT PRICE AND QUANTITY)

Product Name	Product Code	Product Color	Unit Price	Quantity	Amount

ARTWORK INSTRUCTIONS: Email Artwork to art@imagomarketing.com
Foil Stamping Colors : Gold Silver Black Blind
Locations : Top Bottom Corner Other _____
Company name and phone number must be on subject line of email.
Please attach a copy of the artwork in the box provided below; if you have multiple artworks for your order, please download additional copies of this form from our website.

ADDITIONAL CHARGES	Unit Price	Quantity	Amount
<input type="checkbox"/> Die Charge	35.00		
<input type="checkbox"/> Below Minimum	45.00		
<input type="checkbox"/> Additional Locations	0.30		
<input type="checkbox"/> Personalization	2.50		
<input type="checkbox"/> Gold gift box	1.50		
<input type="checkbox"/> 1 color imprint on pens*	0.50		
<input type="checkbox"/> Rush Orders (by quotation only as costs vary with different products)			

<i>For more detailed information and requirements on Additional Charges, Artwork, Shipping, and Payment, please refer to Terms and Conditions page.</i> <i>* If imprint is required, the absolute minimum order quantity is 150 units for all pens except DS1/DS4. DS1 & DS4 require minimum order quantity of 500 units for imprint.</i> GST# 856 955 000 RT0001	Sub-Total :	
	GST 6% :	
	PST 7% :	
	Deposit :	
	Balance :	

Please specify the major contact person for Imago Strategic Marketing E-mail Order Acknowledgement and Artwork Approval.
 Name: _____ Email and/or Fax# : _____

Please complete and mail or fax this form with a 50% deposit. **(Deposit payment must accompany your order form for production ready orders* *see terms & conditions for details)**

Please find cheque enclosed & payable to: **Imago Strategic Marketing** OR Charge my: VISA MASTERCARD AMEX (50%of Sub-total)

Credit Card Number _____ Expiry Date _____

Card Holder's Name _____ Signature _____

I authorize **balance payment** by credit card upon receiving my orders _____ **(initial here)** Balance payment by cheque

SHIPPING DETAILS

Imago's courier account Customer's courier account Service type: Regular Express Overnight
 (charged and prepaid) by _____ acct# _____

I/We have read, understood and agree to abide by the Terms and Conditions following this page.

X SIGNATURE _____ DATE _____

TERMS AND CONDITIONS

ORDERING INFORMATION

Ordering: All orders must be received by fax, mail, or E-mail. Verbal orders are not accepted. The minimum invoicing amount is \$150.00 per order.

Hot Stamping Die Charge: One time cost at \$35 per location per die. When order multiple products, same die will be used for all products on the same order form unless otherwise specified by the clients. Additional die charges are required if multiple dies are requested.

Additional Running charge per location: \$0.30 per color, per item.

Personalization: Add \$2.50 each name, one line only. Lists should be submitted in Microsoft Word on orders with over 50 names. Not responsible for typographical errors from handwritten lists. Personalization is only available for vinyl products.

Less than Minimum:

For all products, below minimum (absolute minimum is 50% of minimum quantity): add \$45.00. A minimum invoice value of \$150.00 still applies.

Rush Orders: Rush orders can be accommodated. Orders that are required in hand earlier than our projected production timelines will incur a rush charge. Please call us to confirm possible delivery date and extra charges. Regular turnaround time is 8 weeks; rush order can be delivered within 4 weeks if factory production capacity permits.

Mix-n-Match Order

You are welcome to mix and match any products to reach higher minimum quantity required. (Example: Order 75 units of pocket planner and 25 units of Executive diary are qualified for Mix-n-Match order.) Some conditions applied. Please refer to the followings:

- Orders need to be placed within one order form
- Minimum order amount of \$150 is required.
- Exact imprint information, size and color are required

Cancellation: Orders are considered firm when placed. Any cancellation shall be billed for work in progress.

Payment Terms: Orders placed by new accounts with no credit terms are to be paid with 50% deposit and balance COD. Payment term can be negotiated when placing large or specialty orders, please contact your sales representative for your terms. All NSF cheques are subject to a \$25.00 charge.

ARTWORK INFORMATION

Imprint Details: We strongly suggest sending us a vector format –“encapsulated postscript” (.eps) file, or native Adobe Illustrator (.ai) file. Logos that supplied with Camera-ready black and white artwork (to size) must be at minimum 600 dots-per-inch at 100% size by the customers. For text only imprint, please type your texts using Microsoft Word. Imago offers redrawing service of artwork that does not meet our artwork specifications. Customer will be billed at \$50.00 per hour to redraw unacceptable artwork. The followings are NOT considered acceptable artwork:

- Photo copies or art sent via FAX machine, low resolution / low quality photocopies, four colour process printed pieces
- Multi-colored artwork, negative film, colour transparency film, PDF / Gif / Tiff / JPEG files, coloured bitmaps files, images from the web
- Pre-printed materials such as business cards, letterheads, newspapers or yellow page ads, foil stamped materials
- Embossed / textured images to scan or text that is smaller than 8 point size

Please email your artwork to: art@imagomarketing.com, or supply your artwork on CD and mail it to us, Attn: Art Department.

Please note: emails received without identification (company name and telephone number) will be returned to sender delaying the production time; if you have multiple artworks for your order, please save your artworks separately with file names in respect to the products for which artwork is intended for.

Proofs: Paper (fax hard copy proof), or digital proofs (email PDF file proof) supplied at no charge for up to 3 proofs.

Custom Design: Custom design is available for orders over 1000 pcs. We can work with your budget and come up with a design to suite your corporate look. Please email to info@imagomarketing.com or contact Jessie Lo at 604.304.6246 to inquire more details.

SHIPPING INFORMATION

Delivery date: The delivery date refers to the date that the order is ready for shipping from our office. We are not responsible or liable for courier delays or damages. Shipping time takes about 1 to 10 business days depending on courier service types and locations.

F.O.B. : All prices are FOB Imago Strategic Marketing (Richmond, BC.). If a courier is not specified, we will use our preferred courier. Our standard shipping service is by ground, Prepaid and Charged.

Drop Shipment / Split Shipment: Add \$5.00 per location change **Packing:** All products are individually poly bagged when shipped.

Production Time: All orders must be *production ready* before the cut-off date to be placed into our production schedule. Orders not received production ready before the cut-off date will not have stock reserved or be placed into our production schedules until complete information is received. To ensure that your order is production ready, please follow these guideline:

- Order form completed, signed and sent to us via email, mail or fax
- Deposit payment has been made by credit card or by cheque
- Workable artwork and imprint details has been received by our art department

Production Schedule:

Sales Cut-off Date: August 30th 2007. Orders will be shipped out from our office by the end of October 2007.

Orders placed **after** August 30th 2007 will be billed at *regular prices*, and sales representatives will notify customers of scheduled ship-out date.

Mail or fax or email completed order form to: 211-8680 Cambie Road, Richmond, B.C. V6X 4K1, Canada
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